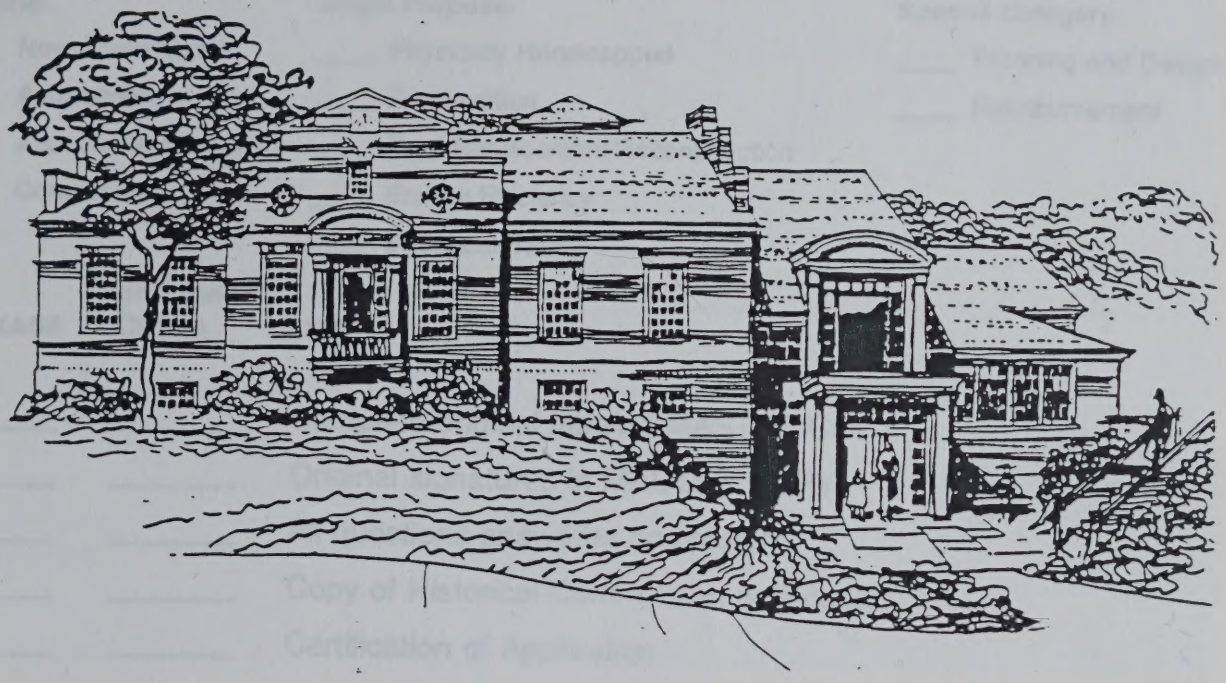
Massachusetts Public Library Construction Program

Application Round No. 2



Proposed Additions and Renovations to the

Millbury Public Library

Submitted to:

Commonwealth of Massachusetts
BOARD OF LIBRARY COMMISSIONERS
648 Beacon Street
Boston, Massachusetts 02215
617-267-9400

April 10, 1996

MUNICIPALITY Millbury

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM CHECKLIST FOR APPLICATION PACKAGES

The following checklist is provided to assist you in submitting a complete application package. Please attach this checklist to the MASTER COPY. If materials are being forwarded under separate cover, indicate in the appropriate space.

This application is being submitted for the following type of project: (Check only one)

General:

____ New Construction
__X__ Addition/Renovation
____ Joint Public Library
____ Conversion

Single Purpose:

____ Physically Handicapped
____ Preservation
____ Roof Replacement/Reconstruction
____ Energy Efficiency
____ Structural Safety

Special Category:

____ Planning and Design
____ Reimbursement

PACKAGE	SEPARATE COVER	ITEM
x		Complete original labeled MASTER COPY
x		Original signatures in MASTER COPY
x		All questions answered completely
x		Copy of Historical Commission notification
x		Certification of Application
x		Copy of title/deed
x		Copy of city/town map indicating site of library
x		Copy of site plan
x		Copy of Library Building Program Statement/or energy and/or handicap access audit
x		Preliminary drawings by architect with labeled furniture layouts in each binder
x		One full-sized set of preliminary drawings prepared by architect with furniture layouts. Prepared to 1/8" = 1 ft. or larger
		Copy of site suitability certification by the architect
x		Photographs of the existing building/proposed site
x		Five copies of the complete application package, in addition to the MASTER COPY
	x	Copy of Town Meeting/City Council vote (If not included in application, give estimated date of submission June 15, 1996)
x		Designer Selection Procedure materials
		Other Appendices (15)

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

APPLICATION ROUND II
APPLICATION

Applicant Municipality: Millbury

Applicant Library: Millbury Public Library

128 Elm Street
(Address)
Millbury 01527
(Municipality and Zip)

Contact Person: Rosemary Waltos
(Name)
Director
(Title)
128 Elm Street, Millbury, MA 01527
(Address)
(508)865 1181
(Telephone)

Library Board Chairperson: Carol Burke
(Name)
Carol F. Burke - Chair
(Signature)

Building Committee Chairperson: Joan Wackell
(Name)
Joan A. Wackell, Chair
(Signature)

TOTAL PROJECT COST: $3,025,800

Do not write below this line.

ALLOWABLE PROJECT COST: _____

POTENTIAL GRANT AWARD: _____

ORIGINAL PLUS FIVE COPIES DUE
APRIL 10, 1996 BY 5:00 PM AT
THE COMMONWEALTH OF MASSACHUSETTS
BOARD OF LIBRARY COMMISSIONERS
648 Beacon Street Boston MA 02215
Phone: (617) 267-9400 1-800-952-7403

MUNICIPALITY Millbury

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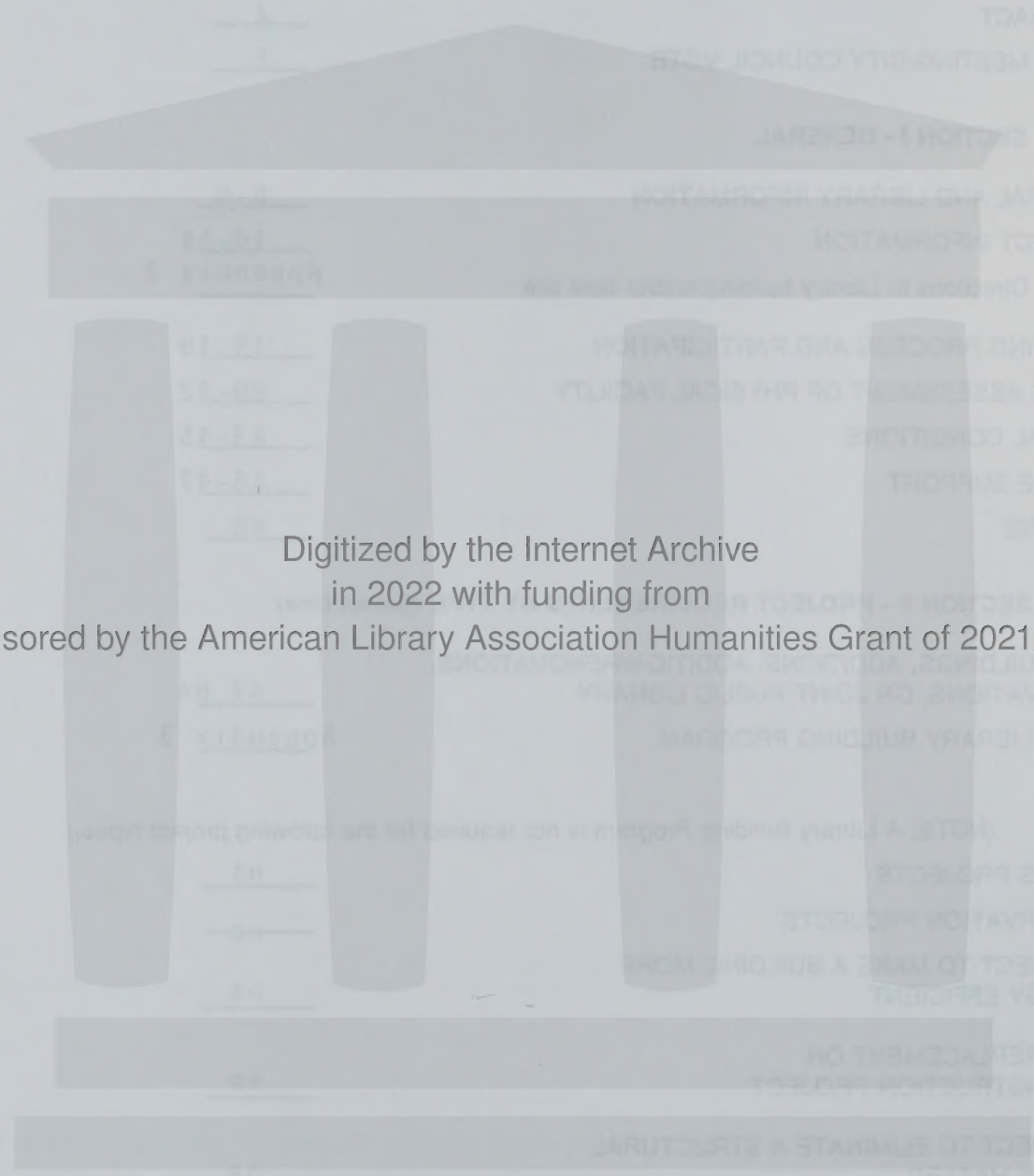

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MUNICIPALITY Millbury

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SECTION V - APPENDICES AND ATTACHMENTS

• Title/Deed	Appendix 1
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MUNICIPALITY Millbury

ABSTRACT

Please summarize your construction project in 200 words or less.

Since 1983, Millbury's demand for library services has doubled. With Millbury's population projected to grow 30% by the year 2016, it is clear to us that the resulting demand for services will quickly overwhelm the library's ability to provide them.

At this very moment, a number of projects are underway will spur this significant population growth push the need for services even higher:

-The new Route 146 Massachusetts Turnpike interchange that will provide a direct link between Worcester and Providence is currently under construction in Millbury, making Millbury the only town outside of Route 128 with two Pike interchanges.

-A major mall along Route 146 is currently in the planning and approval stage.

-The Massachusetts Bay Transportation Authority (MBTA) is adding a Millbury stop on its Worcester-Boston community rail link.

-Millbury has embarked on a plan to bring sewers to the entire town.

Our project envisions an addition to the rear of the 1915 Carnegie Library. It will preserve the core of the 1983 addition (elevator and rest rooms). It will increase the library's gross square footage from 6, 850 to 16,580. Ultimately, it will give Millbury an appropriately sized, safe and secure, technologically up-to-date library that will serve the needs of the community for the next twenty years.

Millbury has a strong reputation for vigorously supporting its library. It funded the library addition of 1983, substantially increased the library's operating budget over the last decade, and has recently committed $250,000 in 'up-front' money towards this project (prior to any future override votes).

We fully expect continued and enthusiastic support from our community as we set the foundation for expansion and renovation project to help us meet the significantly increasing demands for service. The MBLC Construction grant would assure the realization of our vision.

MUNICIPALITY Millbury

TOWN MEETING/CITY COUNCIL VOTE

As required by 605 CMR 6.03 in the definition of an Approved Public Library Project, approval of this project is required by "a majority vote of the Town at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or in a municipality having a town council form of government, by a vote of the town council."

If such a vote has taken place, please attach a copy of the certified vote here.

If such a vote has not yet taken place, when is it projected to take place? (Date) May 7, 1996

(Note: In order for this application to be considered, the vote must take place and a certified copy must be forwarded to the MBLC by June 15, 1996.)

In addition, libraries must seek permission of the same governing body cited above to apply for and accept State/Federal grants for Library Construction. In some municipalities this is done as a blanket pro forma vote for all town departments.

For details and suggested formats, see the workshop handout.

Section I: General

MUNICIPALITY Millbury

GENERAL AND LIBRARY INFORMATION

1. Name of Applicant Library Millbury Public Library

2. Address 128 Elm Street

   City/Town Millbury Zip 01527

3. Location of Project if different than above

   _____

4. Massachusetts House of Representatives:

   District No(s). 2

   Name(s) of State Representative(s) Paul Kollios (D)

5. Massachusetts Senate:

   District No(s). 2

   Name(s) of State Senator(s) Matthew J. Amorello (R)

6. State-Aid Program, MGL Chapter 78;

   a The applicant was certified for a direct state aid grant in FY 1995 (July 1, 1994 - June 30, 1995)

   YES X NO _____

   b. The applicant expects to be certified for a direct state aid grant in FY 1996 (July 1, 1995 - June 30, 1996)

   YES X NO _____

   c. Is the applicant library a member of a regional public library system?

   YES X NO _____

   Eastern _____ Central X Western _____

   d. Has the applicant library completed a Long-Range Plan?

Date of completion 1991 Date of last update 1995(action plan)

MUNICIPALITY Millbury

7. Population of applicant municipality:

   a. 1990 U.S. Census population 12,228

   b. Later official census population _____

      (Please specify source) _____

   c. Estimated 2016 population 16,162

      (Please specify source) Millbury Town Planner

8. Number of hours the library building is open to the public per week (if this varies seasonally, please give both): 41

   Summer _____ Winter _____

9. Automation. Check any that apply:

   ____ Full member of network. Which one? _____

   _X_ Online affiliate member of network. Which one? C/W MARS

   ____ Online Circulation

   ____ Have PAC terminals

   ____ Stand alone circulation system

10. Total circulation for the two most recent complete fiscal years in the building being renovated or replaced:

	FY1994 (7/1/93-6/30/94)	FY1995 (7/1/94-6/30/95)
TOTAL CIRCULATION	67,817	68,065

Note: if statistics are kept on a calendar basis, give numbers for January-December 1994 and 1995, and indicate that you have done so.

11. Total number of registered borrowers 8,350

MUNICIPALITY Millbury

12. Please list your library's operating income from all sources for the current and most recent past fiscal years:

	FY1995 (7/1/94-6/30/95)	FY1996 (7/1/94-6/30/95)
Municipal Appropriations	$176,979	$181,894
State Aid Grants (LIG/MEG)		
Endowments, Trusts, etc.		
Gifts		
LSCA Grants	5,000	
Other Grants Received (exclude LSCA)		
Other, including fines if retained	1,122	24,673
TOTAL	183,101	206,567

13. Please list your library's total operating expenditures from all sources for the current and most recent past fiscal years:

	FY1995 (7/1/94-6/30/95)	FY1996 (7/1/95-6/30/96)
Salaries	$133,192	$138,226
Library print materials	28,362	28,362
Library non-print materials	1,565	1,565
Other operating		20,414
Capital outlay (non-LSCA)		18,000
TOTAL	176,979	206,567

14. Since 1988, has this library received a Library Services and Construction Act (LSCA) Grant or an MPLCP (State) Grant for any purpose?

YES _____ NO X

If YES, please complete the following:

Title of Project Dates

_____

_____

_____

15. Describe briefly your library's/municipality's experience in managing construction grants for other state or federally-funded projects. Include a BRIEF indication of the community's ability to handle a construction program, including equal opportunity practices, labor regulation and accounting practices, as well as previous municipal experience in utilizing the Commonwealth's affirmative action and set aside requirements.

[Please be brief but use an additional sheet if necessary.]

Presently administering an Executive Office of Communities and Development, Small Cities Program Grant, for $748,000 for the construction of the new senior center. The Town, through its administrative staff, has experience in grant management and compliance. (see Appendix 8 for management plan);

In 1987, successfully managed a Massachusetts Historical Preservation Funds Grant for $15,000 for the Asa Waters Mansion. This grant provided funding for masonry, carpentry, drainage and painting work at the Mansion;

In 1983, successfully managed a $10,000 LSCA grant award for the library. This grant provided funding towards handicapped accessibility provisions during phase-one of this construction project.

MUNICIPALITY Millbury

PROJECT INFORMATION

16. Function of proposed project building will be:

Main Library X Branch Library _____ Joint Public Library _____

Other (Please specify) _____

17. Describe the present library facility:

____ No library facility exists.

____ A library facility of _____gross square feet exists, but will not be part of construction project. This building will be reused as_____ . It was constructed in (date)_____ .

__X__ Library facility exists and will be part of construction project.

18. Description of project. Check all that apply:

_____ New library building of _____ gross square feet.

__X__ Existing library building of 6,850 gross square feet; constructed in (Date) 1915 4,370 and 1983 2,480 _____ will be/has been:

_____ Remodeled/renovated.

X____ Remodeled/renovated and enlarged by an addition of 9,729 gross square feet.

_____ Remodeled for access by physically handicapped persons.

_____ Remodeled for preservation purposes.

_____ Remodeled for roof replacement or reconstruction.

_____ Remodeled for energy efficiency.

_____ Remodeled to eliminate structural/safety hazard(s).

_____ Existing building, previously used as a _____ will be/ ____ has been acquired and will be converted to a library of _____ gross square feet.

MUNICIPALITY Millbury

19. Estimated Capacities:

	PRESENT HOLDINGS	CAPACITY OF PROPOSED PROJECT	20 - YEAR NEED, if different
Volumes - Adult	17,665	37,874	35,069
Volumes - Children	9,885	13,322	13,761
Volumes - Other	1,330	3,591	2,200
TOTAL VOLUMES	28,880	54,787	51,030
Periodical Subscriptions	40	210	186
Audio Recordings	710	3,900	3,200
Videotapes/Discs	650	2,040	1,250
Other A/V materials	120	3,700	3,750
Seating - Adult	27	62	47
Seating - Children	17	30	28
TOTAL SEATING	44	92	75
Computer Stations*	6	24	20
Meeting Room Seats (Main)	26	86	86
Other Conf/Mtg Rooms	0	6	6
Story Hr/Activity Room	0	30	30
Parking spaces - staff	7	9	2
Dedicated on-site parking spaces - library patrons	31	31	0
TOTAL PARKING	38	40	0
FTE Professional staff	2	3	0
FTE Non-professional staff	3.6	4.7	0
TOTAL STAFF	5.6	7.7	0

* include here PAC terminals, CD/ROM stations, other computers for public use, and microfilm/fiche stations. Do not include these types of special use seats in your total of public seating.

MUNICIPALITY Millbury

20. Completed project will be: (see next page for breakdown)

16,580 gross square feet.

12,990 net usable square feet.

21. Projected space needs for the library in 20 years will be:

16,580 gross square feet.

12,990 net usable square feet.

22. If there are significant differences between your 20 year projected square foot space needs and those of the completed project, please explain in the following section.

[Please be brief but use additional sheets as might be necessary]

23. Will this facility share space with another agency/organization?

YES ____ NO _x_

If YES, please specify agency._____
If YES, complete the Project Cost page entitled "Project Costs for a Library Facility to be Shared with Another Agency."

What percentage of the total gross square footage of the facility will be shared with this agency?

_____%.

24. Do you hold fee simple title or other such estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities for not less than 20 years or hold legal proof of unconditional use of the site for the life of the building or 20 years whichever is longer?

YES _x_ NO ____ 99 year lease _____

25. Briefly describe the site. Please delineate how and why the site was selected and

- Attach a clear, READABLE city/town map indicating the location of the proposed site and the location of the present library if different. (Appendix 2)
- Give written directions to your site from the nearest major highway. (Appendix 2)
- Attach a site plan of the proposed project. (Appendix 2)

The library is conveniently located in downtown Millbury on a corner lot less then 1/4 mile from the junction of Rt. 146 and Elm Street. It is located less than one mile from the Massachusetts Turnpike Interchanged (under construction) and proposed Gateway Mall. The library is included in the town's proposed historical district. Within a one block radius is: the historic 1816 Asa Waters Mansion, Millbury Youth Center and McGrath School, town hall/police station, Assumption Catholic School, the post office and fire station. Millbury's Senior Center and three public schools are within a mile of the library.

This location is ideal for community access. The lot size is suitable for the size of the proposed expansion without elimination of parking.

MUNICIPALITY Millbury

26. The architect or designer for this project is:

Firm Name Strekalovsky & Hoit

Principal Architect Vcevold Strekalovsky

Address 51 North Street, Hingham, MA 02043

Phone (627) 749 4160

Mass. Registration 2571

27. The library building consultant for this project ____was/____is [Name any non-architect consultants employed by the library in the course of planning and design of this project]:

Name _____

Address _____

_____

Phone _____

Consultant's role(s) _____

_____

MUNICIPALITY Millbury

PLANNING PROCESS AND PARTICIPATION

I. Describe the steps you have taken to plan for an improved facility.

How did the Library and the Town decide that this project is necessary?

What individuals and groups were involved in the planning and what were their roles? Describe community support and municipal involvement.

II. What methods were used to develop your library Building Program statement? Who was involved in writing the actual Program? (Staff? Trustees? Consultants? Residents of the Town? Patrons? Building Committee?) When was the Program developed? Has it been revised or updated over time? Were there other written reports or studies done along the way?

Append a copy of the actual current Building Program. Append a copy of any other study/report - or summarize these or provide excerpts, if they exceed 50 pages in length.

Describe your use of library building consultants and the utilization of their findings.

Review the process used to select your architect and include a copy of selection justification. If you selected your project designer after October 1, 1988, please include a copy of the Central Register announcement, selection procedures and justification for selection.

[Please be brief but use additional sheets as might be necessary]

see next page

The Library, its Trustees, Friends and Building Committee, in submitting this grant application, respond to the significant growth projections for the Town over the next 20 years; to its unique location in the Blackstone Valley and resultant impact on our community; to the dramatically increased patronage of library services since 1983; and to our inability to adequately service current user needs. Our response to those challenges is to build an addition and renovate the current facility specifically designed to meet information and community needs over the next 20 years.

Town government recently designated $250,000 towards this goal (prior to any future override votes).

The following historical perspective attests to a long-standing collaborative effort by the library, town government and members of this community to review its service goals with an eye to continuous improvement.

Our History
1970-1979:

The Millbury Public Library Board of Trustees, administration, staff, Friends, community groups and municipal government plan an expansion.

Voters appropriate $6,000 for feasibility study to conduct a needs assessment. Consultant hired.

LSCA Title I Grant awarded for community-wide study on library and information needs.

Consultant report recommends that facility be razed and a new one built; a Building Program also submitted with report.

Trustees, committee etc., reject recommendation, citing strong commitment to the historical integrity of the Carnegie Building. Trustees recommend committee explore building an addition.

LSCA Title Grant study completed and supports consultant findings that a larger library is needed to meet community needs.

Voters appropriate $32,000 to hire an architectural firm for feasibility study and schematic design for renovation and addition.

Design for renovation and 8,800 square foot addition completed and submitted to town for funding.

Project is not approved. Timing and economy cited as issues.

All is not lost.
1979-1985:

Encouraged by Board of Selectman, Finance Committee and Treasurer (who feel that the project is a good one and that they could garner support for one phase of the plan), the committee reevaluates its goals.

Project is redefined and separated into two separate phases.

Phase I addresses immediate needs: handicapped accessibility, public restrooms, multi-purpose room, separate youth services area and extra space for collection. Unfortunately, collection expansion, patrons seating, safety and security issues, expansion for computerization, storage space, and staff break area are not addressed.

Voters approve $300,000 for Phase I proposal. Project is completed in 1985.

New Leadership
1986-1994

New director hired. "Options for Small Libraries" study completed. Long-range goals shift to include: expansion and improvement of services and collections, and automation of operations.

"Options for Small Libraries" revised in 1991 and included in the 1991-1996 Development Plan. Space needs identified as ongoing issue. (see Appendix 4). Trustees revisit Phase II of the Building Project and consider initiating construction.

Committee named to establish an endowment fund for the library. The fund would support: enhancement and development of library services. $10,000 raised in three months.

Library collections and furniture are rearranged to improve services, create better visibility for staff and improve safety and security; landscaping is improved to eliminate loitering and outside security issues.

Responding to the ineffective storage of lawn and gardening equipment offsite, a temporary shed is built on the property to house them. Community dissatisfaction noted.

In 1994, studies are conduct which stimulate discussion about library services and needs. They take the form of 3 focus groups and include community and government participants. Results provide the basis for development of new Building Program. (see Appendix 5)

Forwarding the Commitment
1995 to Present:

Trustees vote to establish a Building Committee to develop plans for Phase II of construction in accordance with State Construction Grant standards and guidelines. Six citizens volunteer to serve on Committee. Review of the 1977 Building Program and previous Building Committee members are interviewed.

The six volunteers bring significant skills to the table including: historic renovation, public affairs, strategic planning, research and planning, and government experience. The six identify additional skills needed for the process and place an ad in local paper. Seven new members join forces and add depth with marketing, school administration, industrial design, architectural, finance and fundraising skills.

Building Program is re-written with staff participation. (see Appendix 3)

The Strategic Plan is created. (see Appendix 7)

The Ad Hoc Committee for architect selection, design and development, and grant writing initiates its strategies. (see Appendix 6)

RFP for feasibility study and schematic design written and published in Central Register and the Worcester Telegram and Gazette;

Thirty-one firms respond, twenty-two attend open house, eighteen submit proposals;

Committee develops evaluation criteria following recommendations in "Designing and Constructing Municipal Facilities" and "Qualifications Based Selection"; criteria includes: size of firm, previous library experience, track record in grant process, number of projects in construction, qualifications of key personnel, reputation for completing projects within cost estimates, ability to relate to committee and town.

Other library projects visited; each firm's references checked and rated.

Committee narrows selection to six firms; conducting interviews with each. Each firm encouraged to submit written responses to committee questions following interview in event the allotted time did not allow coverage of all points. Each firm responds to questions putting all on equal footing.

Committee members rate interviews individually then feed ratings into a group chart. Strekalovsky and Hoit is the unanimous selection.

Town counsel draws up contract along with Town Administrator; it is approved by various officials and signed.

Written status report submitted to the Board of Selectmen.

Ad Hoc Committee develops grant proposal with Director.

MUNICIPALITY Millbury

NEEDS ASSESSMENT OF PHYSICAL FACILITY

(Concentrate in this section on the actual physical conditions in your present facility)

- Describe the specific space needs or conditions of the existing building which generated the proposed project.
- Describe the adequacy or inadequacy of existing space, the age of the existing facility, possible safety/building code violations, handicapped access, energy efficiency and other relevant factors which justify the need for a new improved or expanded facility.
- How does the existing facility limit the ability of the library to meet local demands for public library service?
- How is the current facility limiting the delivery of library service? What populations are unable to use the present facility?
- What institutional service goals/ objectives cannot be met because of the limitations imposed by the present facility?
- What people or groups of people will be able to make use of an expanded or renovated facility that cannot or do not use it now?
- What services and programs, etc. can be offered in a new, expanded or renovated facility?
- Has local demand or need for public library services or enhanced library services been growing?
- What operational costs benefits and or improvements in the delivery of library services will result from this library improvement project?
- Are there health and safety issues in this existing facility?
- If you have not already done so in the previous section, describe any studies, planning or master plans that have been conducted that document that a library improvement project is needed. These may be excerpted or included as attachments if they are not voluminous.
- Identify measures or standards used to support your space needs projections, etc.
- Indicate if a copy of the library's long-range plan is on file at the MBLC. For the purposes of this grant, you should at least reproduce whatever comments were made in your long-range plan about physical plant, if it is a separate section, or quote from it in this section.
- Photographs of existing conditions can be a major element in your presentation. Imagine that you are trying to show the building to a stranger who has never even visited your town.

[Please be brief but use additional sheets as might be necessary]

see next page

SPACE NEEDS ASSESSMENT OF PHYSICAL FACILITY

We have divided this space needs assessment of the Millbury Public Library into three sections. Section one covers the physical and operational deficiencies of the facility today. It shows where the library has difficulty meeting its current and potential future demands for local public library services. It shows how hard it is to maintain a healthy, safe and secure facility for the public and the library's staff while providing access to collections, services and the facility itself. Section two provides visual evidence of the building's conditions. Finally, section three shows the ultimate benefits from this expansion/renovation project.

Standards applied here and throughout this application are from the Board of Library Commissioner's "Building Program Workbook" and the Wisconsin Library Building Project Handbook.

Operational Conditions and Deficiencies

Security, safety and supervision

-Staff at circulation desks cannot see into patron services area (blind spots and hidden alcoves).

-The remote rear lobby entrance frustrates the monitoring of library materials, despite a security system.

-There is limited space for staff behind the lower level circulation desk.

-The custodian has no room for safe storage of cleaning materials and other supplies.

-The lower level patron services area is isolated from rest of building.

Accessibility

-MPL ADA self study in 1993 resulted in such improvements as braille signage, better table seating, a patron access computer workstation modified to accommodate wheelchairs, addition of amplification equipment for to assist the hearing impaired with over the counter transactions and meetings, etc.

-Using the lobby for temporary furniture storage (of multipurpose room furniture) creates barriers to elevator, stairways and rest rooms.

-The building's floor plan overall is inflexible and overcrowded.

-Poor drainage system lets water and ice collect in front of handicapped entrance, endangering patron comfort and safety.

-Wheelchair maneuvering in the stack areas (especially for turning around) is impossible.

-Limited floor space in the circulation/technical services workroom reduces handicapped accessibility.

-Public rest rooms are handicapped accessible.

-Counter height at main circulation desk is impossible for patrons in wheelchairs.

Overcrowding

-There is not enough room for the library's current collection, let alone adding or expanding the collection.

-Lack of space creates traffic jams for patrons waiting at circulation desks.

-There is not enough room for displays and popular materials browsing, meaning that collections cannot be readily available to the public.

-There is not enough room for table seating, the storage of library and office supplies, materials, and equipment, and the multipurpose room chairs and tables.

Patrons Service

-Staff cannot see into the heavily used but remote rear lobby entrance.

-There is not enough room for users to do serious studying and quiet reading.

-There is not enough room for a reference service desk

-Any patrons asking for or receiving reference service help have no privacy.

-There is not enough room to install and use patron access computers, CD-ROM multimedia workstations, internet access computers, AV listening/viewing stations, etc.

-The Multipurpose room isn't large enough, limiting what programs can be offered and how many people can attend them.

-The Multipurpose room can not be closed off and secured from the rest of library, meaning that it cannot be used by the community after library hours.

-The small children's room cannot accommodate separate areas for children at different developmental stages, pre-school story hours, children's activities and programs, a young adults area, a children's bathroom or an after school homework center.

-There is no room for a secure facility to store, protect, and preserve a collection of Millbury's historical materials.

-There is not enough room to expand services to include such things as literacy programs, tutoring, an after school homework center, computer training labs, etc.

-Because staff at the circulation desk and in the staff work rooms cannot easily see what is happening with the patron access computer, the reference area and stack areas, customer service is weakened.

Working Conditions and Management Issues

-Two services desks on separate levels and unable to communicate with one another reduces staff efficiency.

-Inadequate and overcrowded work spaces and offices create safety hazards for the director, staff and volunteers.

-The director has no privacy in her office due to overcrowding and the need to share space with another staff member.

-There is no staff lunchroom/lounge.

Future Technology

-There is no room for outlets, wiring and cabling for patron access such as computer workstations and other new technology tools.

Physical Conditions and Deficiencies

-The inefficient heating/cooling system is hot air supplemented by electric heating units throughout library.

-The windows in 1915 building are deteriorated, inefficient and inoperable.

-There is lead paint on the outdoor windows, door casements, and sills.

-Poor drainage causes underground and surface water to seep into lower level .

-The building is free from asbestos.

-Easy to remove window screens in patron services area create security and theft problems.

-Buckling pavement (from frost heaves) creates dangerous conditions for people crossing from parking lot to entrance and limits use of doors for handicapped accessibility.

-There is an environmentally hazardous underground steel oil tank.

-Lack of air conditioning leaves children's room damp and musty smelling during warm weather.

Benefits to Operations of Proposed Addition/Renovation

Security, safety and supervision

-Entrances from parking lot and street will open up to the common main circulation desk.

-The elevator, the rest rooms, the entrance to multi-purpose room and the children's room are all visible from circulation desk.

-Checkpoint, the materials' security system at all entrances can be monitored from and convenient to the circulation desk.

-Adult services reference, patron seating and the stack area are readily visible from the reference desk and the administrative/business office.

-Safe and adequate storage for cleaning materials, supplies, and maintenance equipment will be available.

Accessibility

-The proposed facility meets all state and federal standards for handicapped accessibility

-The building will offer improved ability to maneuver for elderly and the handicapped.

-The second floor can be easily monitored from the reference service desk and the administrative office, backed up by staff at the main circulation desk .

Overcrowding

-There will be adequate space for current and future collections.

-Patrons will have sufficient space and appropriate seating arrangements for serious study and quiet reading.

-There will be room for creative displays and popular materials browsing.

Patron Services

-The second floor layout is readily visible upon entering the building.

-Children's room is conveniently located.

-There are separate reference and children's services desks.

-Sufficient space is now available for current and future patron access computers, CD-ROM workstations and other technologies including audio visual.

-The large multipurpose room can be closed off from the library and secured for after hours community use. Room can be divided with a pull out screen and used simultaneously for two different purposes.

-Space within the children's room can now accommodate: story hours, play groups and an after school homework room; defined areas that cater to children according to their developmental stages; parental seating; and a child sized bathroom.

-There is a separate, easily supervised young adult area.

-An environmentally controlled, enclosed and secure space for historical materials and artifacts will be added. This room can also accommodate meetings for groups up to six.

-Flexible and expanded floor plan will allow the library to increase services and collections, create new programs and take on new roles that fill community needs such as literacy programs, tutoring, computer labs, etc.

Working Conditions and Management Issues

-The proposed addition will allow efficient use of staff with good lines of sight from contiguous circulation, circulation/technical service workroom and children's room areas.

-There will be adequate work space for staff and volunteers and an adequate and private space for the director .

-A conveniently located and comfortable staff lunchroom/lounge will be added.

-There will be sufficient storage space for library and office supplies, materials, and equipment.

Future Technology

-A flexible floorplan will accommodate sufficient growth space for patron access computer workstations and other types of existing and future technology.

-Outlets, wiring and cabling will accommodate future changes in floor plan.

Future Growth

-Open space and flexible floor plan accommodates future changes in the library facility and information services in general.

-Future generations will find room to expand space for services and collections.

Benefits to Physical Conditions

-The elevator, rest rooms and floor space of the 1983 addition will be retained, thus reducing costs (new construction will envelop this area).

-New construction will architecturally complement the original 1915 structure.

-The new building will feature an energy efficient heating/cooling system that does not rely on separate electric heating units and air conditioning window units. It will also include energy efficient windows, excellent ventilation and better use of natural lighting.

-The pavement outside the handicapped accessible entrance will be resurfaced, eliminating the existing cracks and designed to prevent the reoccurrence of buckling pavement .

-An adequate drainage system will stop water seepage into the building; will minimize the use of sump pumps, and will prevent water from flooding the front of handicapped accessible entrance.

-The environmentally hazardous underground steel oil storage tank will be replaced with an above ground fiberglass tank.

Supporting Studies, Planning Documents and Other Sources

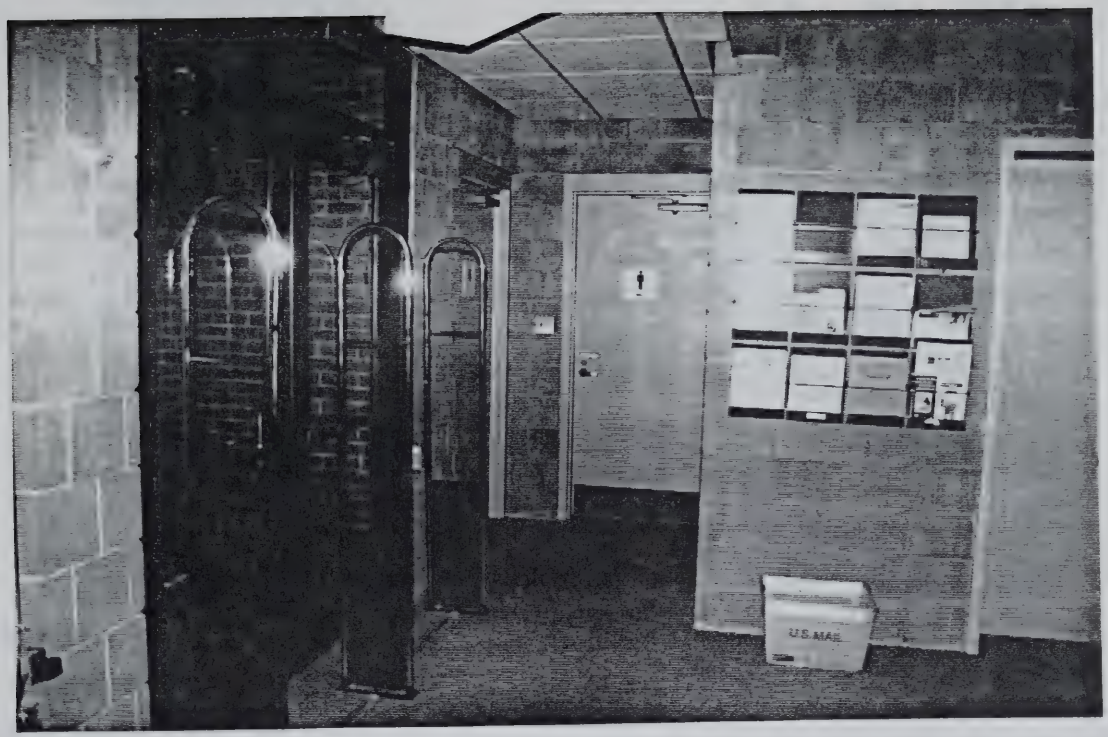
-Needs assessment based on "Building Program" (appendix 3)

-Needs assessment from 1991 "Development Plan" documenting space requirements (follows this section) supplemented by updated annual goals and objectives relating to space needs and on file with the Board of Library Commissioners

-Focus group comments and analysis (appendix 5)

-1977 Consultant's report, LSCA funded community study and analysis, Building Program, preliminary drawings for 1979 proposed project and interviews with former project director and Trustees in 1983 phase one of current project.

NEEDS ASSESSMENT AT A GLANCE



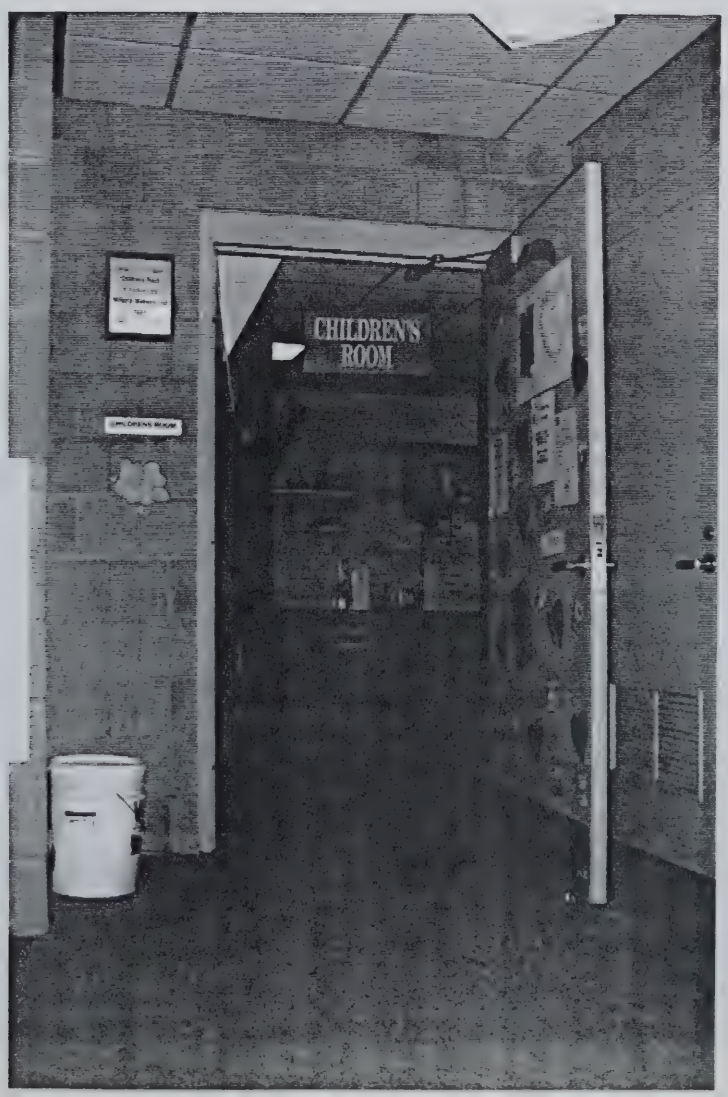
Lobby

This entrance is off the parking lot and is the most heavily used. Patrons using this entrance walk into a remote lobby that provides no visual orientation to the services provided. The elevator, restrooms, meeting room entrance and stairway are off the lobby and out of view of staff supervision. **Its remote location is a source of continuous safety, security and supervision problems.**

The lobby is a permanant storage place for movable furniture. These furnishings are visible by the public. At times when the children's room and/or meeting room are being used for programs i.e. lectures or film programs, the lobby is used as a holding place for furniture moved from these areas. Using the lobby as a holding place for furnishings creates **barriers to the handicapped accessible restrooms and elevator.**

Children's Circulation Desk

The children's room has its own separate circulation desk. Area surrounding the desk is insufficient for patrons and staff. It is typically clogged with people: parents with kids in strollers and toddlers and preschoolers in tow; older children with back packs and gear; and everyone with arms full of books coming and going, waiting for service, checking in or out, and receiving reference help. Children's staff are responsibile for to oversee the lower lobby, but supervision is difficult and ineffective.

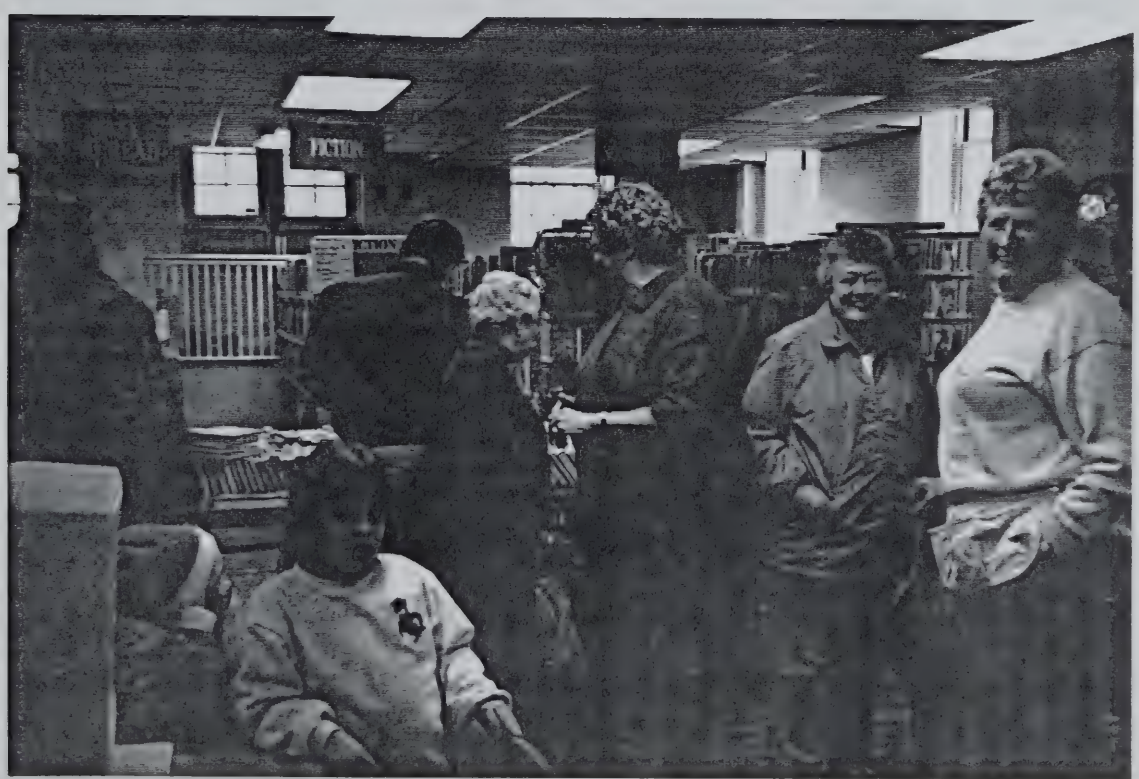


Children's Room

This is heart of the library. However, it located in the basement of the 1915 building and is **cut off from the rest of the library creating patron and staff personal safety issues of constant concern.** Severe space limits the services provided. The area can not be subdivided according to the needs of the needs of children at different ages. Toddlers, preschoolers and older kids all do their "thing" in one common space. It lacks room for staff to work in, an activities room for creative programming, children's bathroom, and an appropriate service desk.

Children Room Used for Programming

The children's room is taken over frequently throughout the year for adult programming purposes. Typically children's furniture is moved out of the room and chairs are set up to accommodate audiences of 25 or more. These chairs fill up the room and barricade children from their collection and patron services.



Multipurpose Room

The public and staff vie for use of this room daily. It is used as a public and library conference room, children's storyhour and activities room, adult programming room, staff break area, and temporary director's office. It lacks storage for furnishings. (see lobby) The room will not accommodate more than twenty five people.

Aisles

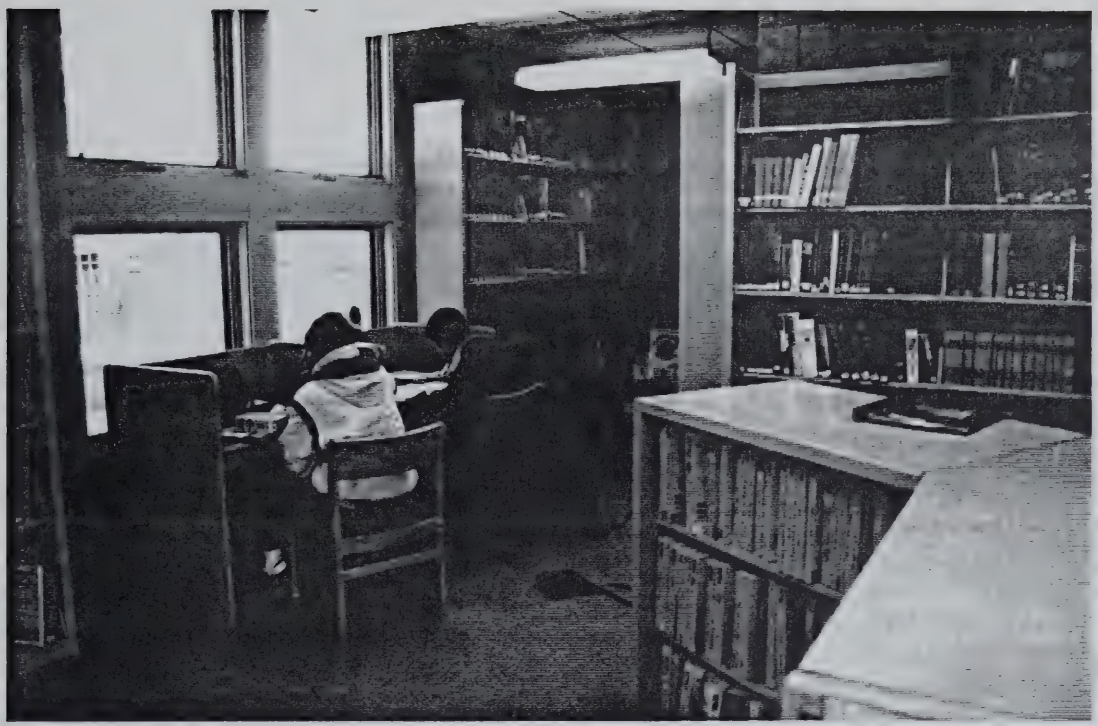
A handicapped accessible entrance and elevator creates the illusion of the library being a user friendly for physically challenged. This illusion fades once an individual starts to use the facility. Reaching the stack area is a challenge but entering is impossible. Stack areas throughout do not conform with ADA standards. Width of many aisles is narrow (less than three feet) with insufficient wheel chair radius or dead ended.

More Barriers

This is the popular materials collection. The aisle that it occupies leads patrons into the stack area; computer access is located here as well. It takes patient and accommodating public (but not too many at once) to browse books, use computers or walk through to the stack area. There is no accommodation for patrons to access computer information in private.

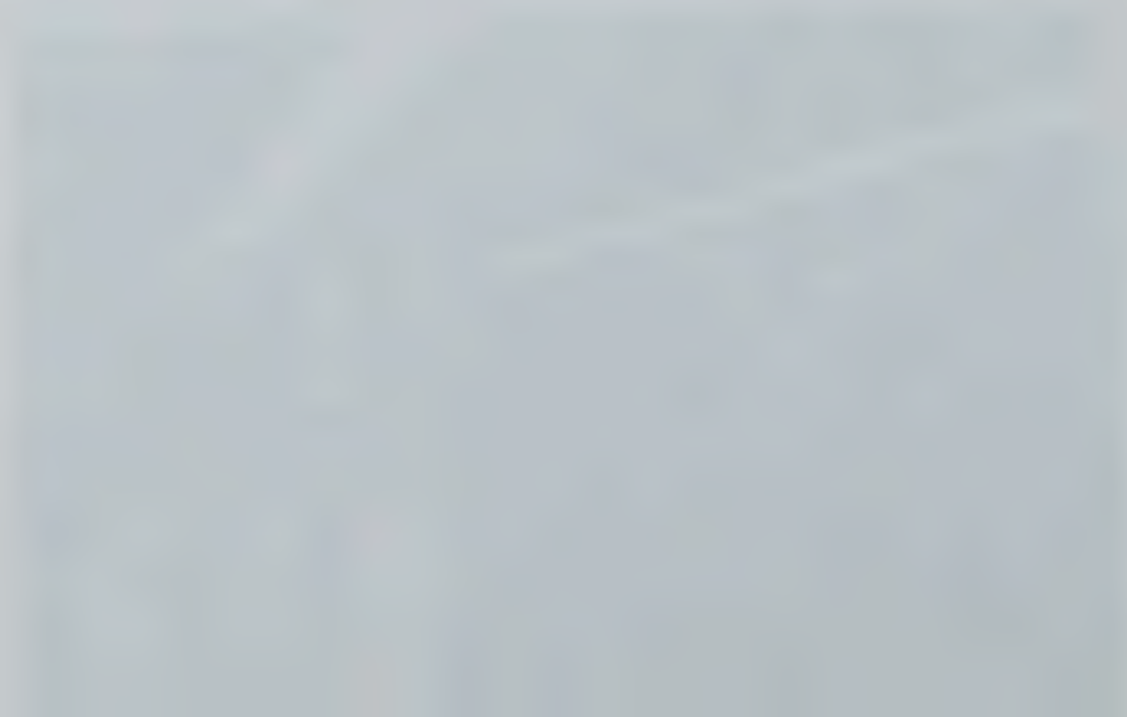
And More Barriers

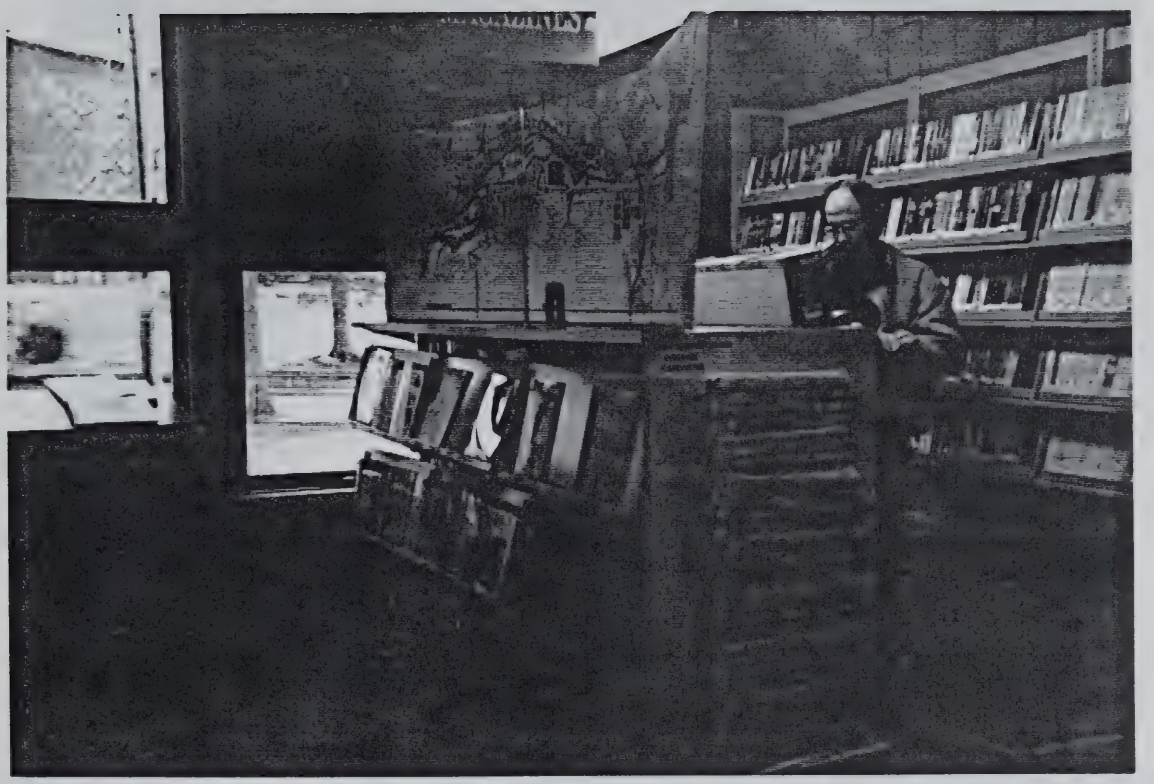
Furniture invades stack and traffic flow areas making it difficult for the public to use. It's great that we can provide handicapped accessibility into the building, but it is equally important to provide space so that they can maneuver easily.



Reference

There are only two seats in the reference area, the sum total of quiet seating in the building. There is no space for a service desk. The area, which includes a hidden alcove, is visually cut off from staff making it difficult at best to supervise. In the past the area has frequently invited personal safety and security problems resulting in police intervention. To help curtail those problems, in 1991 the number of seating in this area was reduced from ten to two. However, the alcove continues to be a staging area for material theft. In additon, an electric heating unit located between lower shelves must be monitored during the heating season as it was the source of a smoldering fire a few years ago.

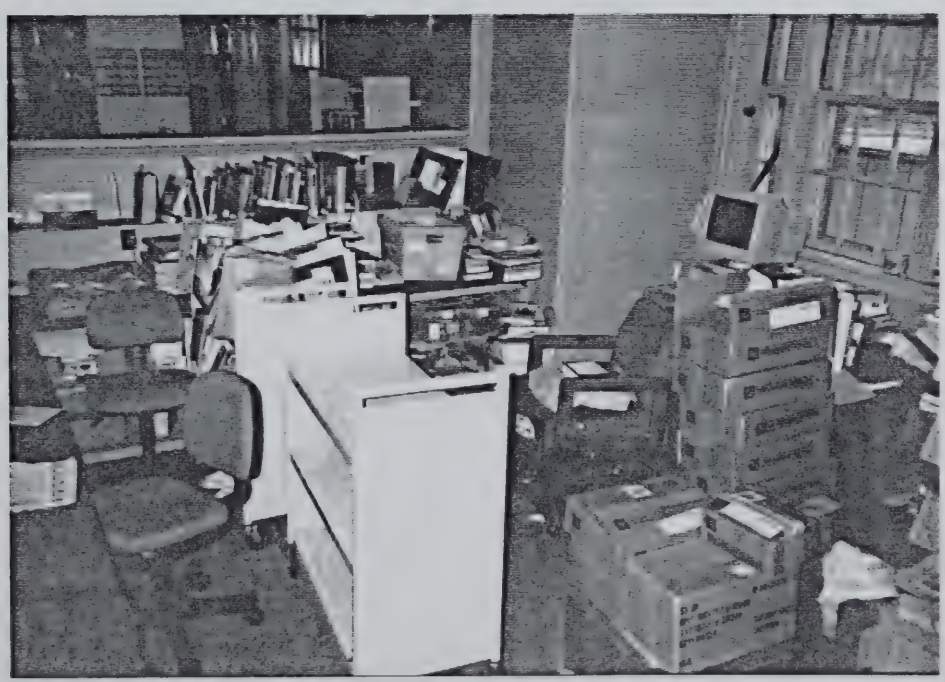


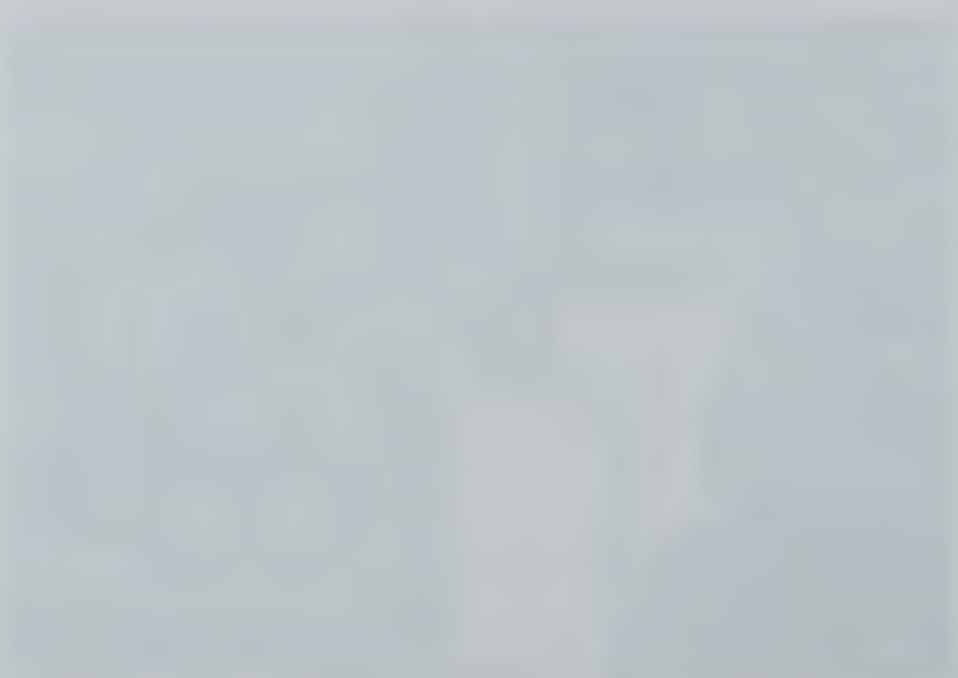


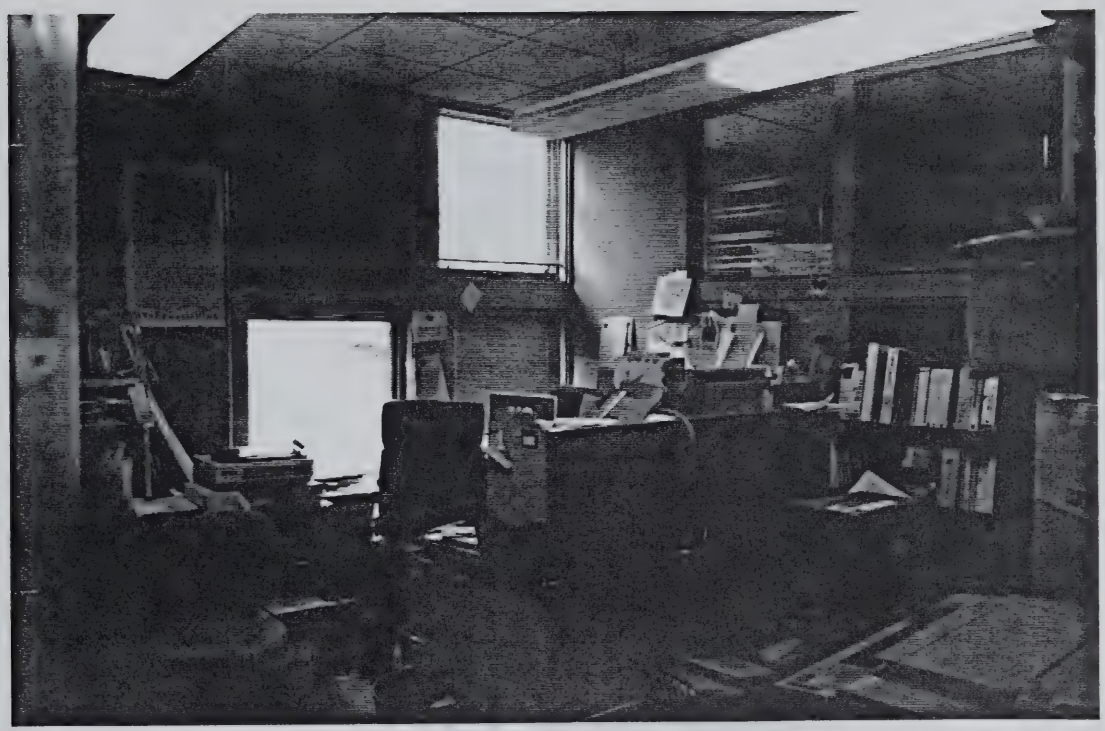
Magazines and Paperbacks

Until 1991 this was the young adult area. However, the need to exert control over this area resulted in its elimination. Periodicals, paperbacks and a comfortable seating area originally located around the fireplace in the 1915 portion of the building were displaced and moved here. Young teens lost their defined space within the building that included seating for six. The former young adult area was in appropriate for young teens. As a browsing area for magazines and paperbacks it is equally inappropriate being overcrowded and inaccessible to the handicapped with narrow and dead end aisles.

Circulation/Technical Services Workroom
It is not unusual to find five staff members trying to work in this already overcrowded area. The area is **unsafe, difficult to organize and work in.** Frequently, staff makes use of patron seating for their routine work. Moreover, there is only a four foot wall that separates this "room" from the public.

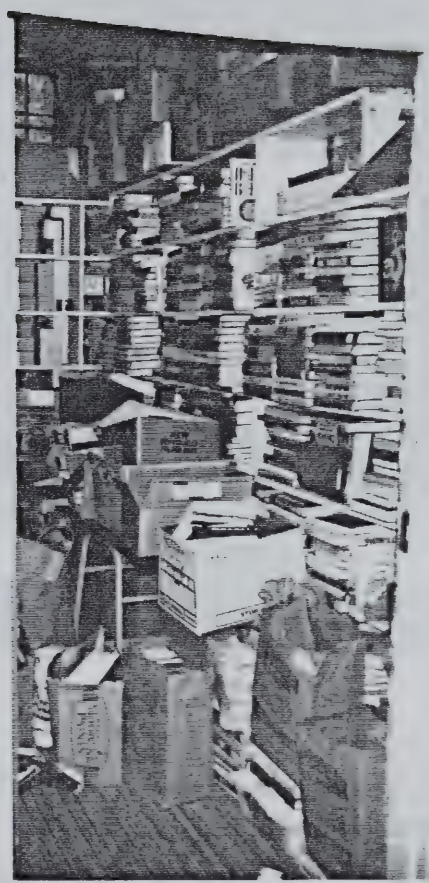






Director's Office

The director's office is overcrowded space that is difficult to organize. It is also shared with another staff member. Under these circumstances, it is extremely difficult to conduct the business of managing the library, it defies privacy and concentration and is ergonomically unsafe because of a large copier machine in the office. Extreme temperatures: unbearably hot in the summer and unseasonably cold in the winter exacerbates problems. Frequently, the director is forced to work at home or in the multipurpose room.



Periodical Room

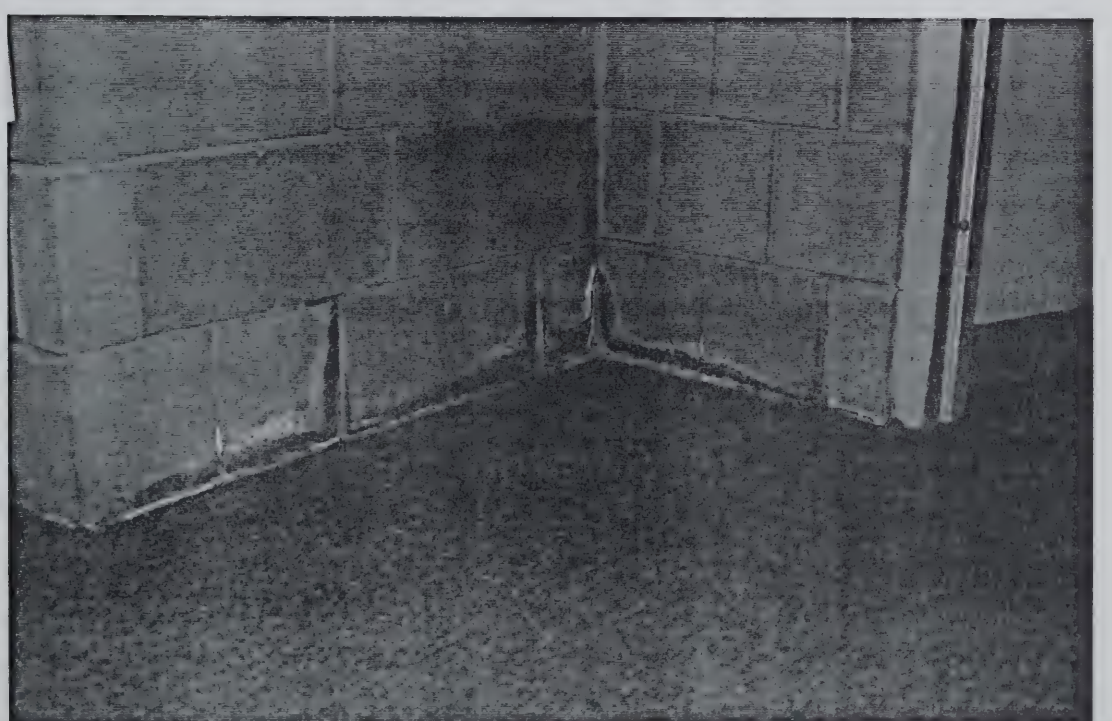
Organized chaos, this 80 square foot room serves to stores periodicals, books and supplies for the Friends fundraising activities, small pieces of equipment, a coat rack, and a desk, chair and community bulletin cable access equipment. Needless to say, the area is unsafe and counterproductive to providing efficient patron services. This area is located in the basement and is remote from reference.

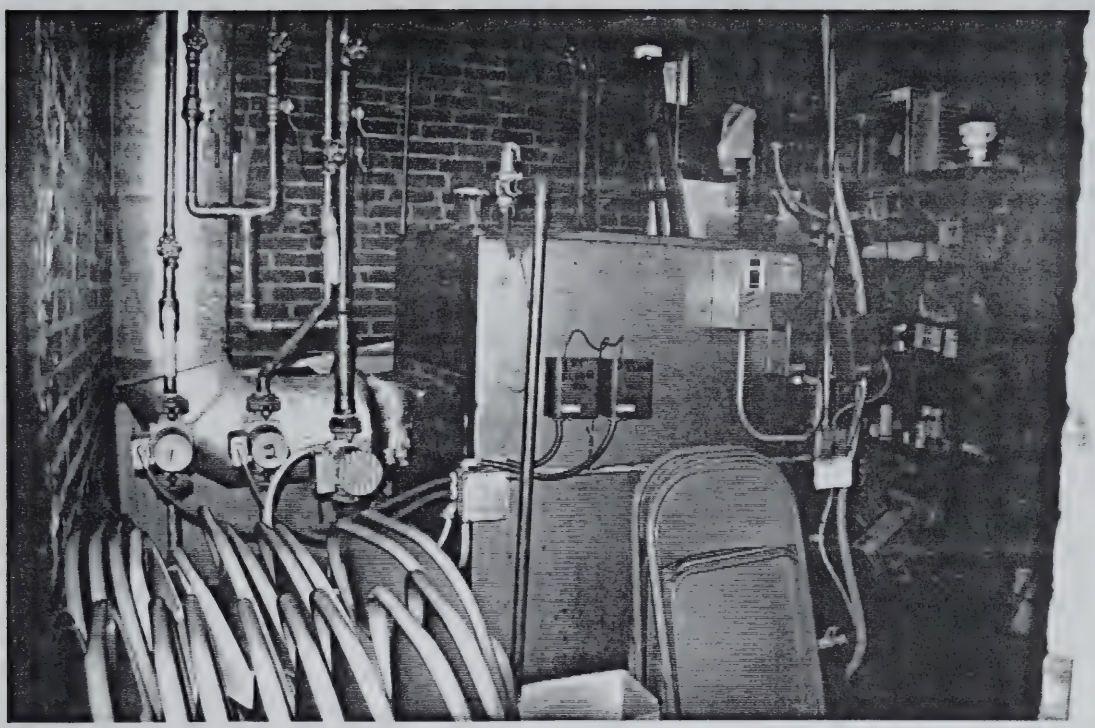
Storage

Storage room is at a premium in the library. Spaces has been creatively carved out of niches throughout the building. One of the solutions to the lack of storage room was siting a utility shed in front and off to the side of the library. It does little to enhance the image of our beautiful building and is a source of contention in the community. The shed houses maintenance equipment which was previously stored offsite or in the building creating hazardous conditions, i.e. a gas powered lawn mower which was once stored off the children's room.

Flooding

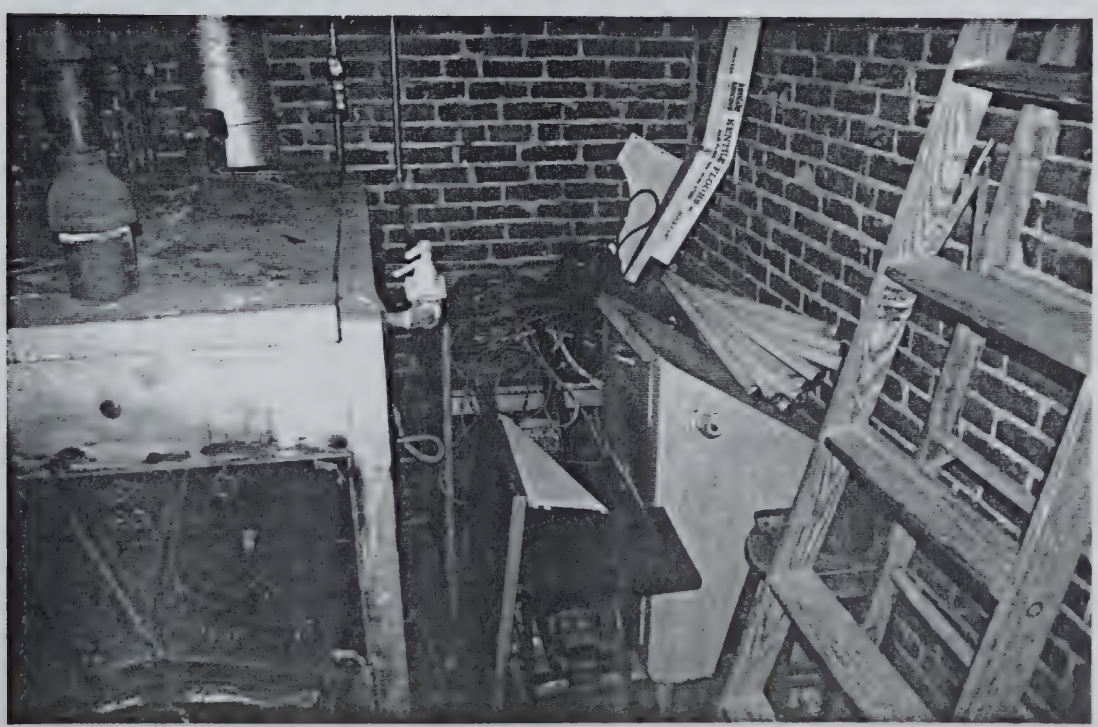
The basement level including patron services areas is subject to **underground water seepage or flooding.** The library relys heavily on sump pumps to keep a check on this condition.





Boiler Room

The Boiler Room is located off the children's room less than three feet the from computer workstations used by children. Its door should have "**hazardous**" sign on it. Again, these conditions continue to reflect lack of adequate storage space. Cleaning equipment, furnishings and supplies are located in the room and all to close to the boiler.



MUNICIPALITY Millbury

SPECIAL CONDITIONS (605 CMR 6.08 (c) 5)

If you have not already done so, please note and explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demographics, economics, other branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size, or significant variations between the schematic design and the library building program.

see next page

As we begin the countdown to the next millennium, the town of Millbury is particularly well positioned for significant growth. The population will grow, economic conditions will improve and the demand for services provided by the Millbury Public Library will increase, partly because of several important projects.

These projects include:

- the Route 146/Massachusetts Turnpike connector which will provide convenient access to our downtown business district (where the Millbury Public Library is located).

- a commuter rail station which will link Millbury to Boston and beyond.

- the completion of a sewer construction project for the entire town. This will increase property values and stimulate population growth.

- the proposed Gateway Mall with its 164 stores will be located within a mile of the library.

In addition, the town of Millbury is part of the Blackstone River Valley National Heritage Corridor, a model in today's National Park system. Millbury is considered to be the "Gateway" to this valley, which extends from the Worcester-Millbury line on thirty miles south to Pawtucket, Rhode Island.

While the Massachusetts Institute of Social and Economic Research (MISER) projects Millbury's population to increase 8% over the next fifteen years, our Town Planner projects a 30% growth rate over the next twenty years. His projections are based on statistics provided by Martin J. Green, Economic Development Director for the Blackstone Valley Chamber of Commerce. Because the Blackstone Valley Area has been designated by the state as an Economic Target area, Mr. Green states that towns in the Valley will see:

-better job opportunities and population growth due to an increase in the quality of life in Millbury;

-more state certified projects, three of which are already slated for Millbury;

-an increase in tourism;

-significantly enhanced accessibility, once the new Route 146/Massachusetts Turnpike Interchange is completed in Millbury. This is the largest roadway project in the state next to Boston's Central Artery/ Third Harbor Tunnel project.

One important note: Millbury's Board of Selectmen has approved an the appropriation of an initial $250,000 for the library building/renovation project prior to any override. In

addition, a fundraising consultant will conduct a feasibility study to determine what amount of contributions can be raised through private and corporate donations. These initiatives will have strong support from the library's Fundraising Ad Hoc Committee and the entire Building Committee. As a result, an aggressive fund raising campaign that will include seeking municipal appropriate and corporate and private fundraising will be launched.

MUNICIPALITY Millbury

FUTURE SUPPORT

Can your library support a program of library service in a new, expanded or renovated library? Will this proposed project provide an adequate facility in which to deliver these services and program(s)?

What potential staffing and operational needs and costs do you anticipate and how do the library, the Trustees and the Town anticipate fulfilling them?

[Please be brief but use additional sheets as might be necessary]

see next page

The increase in the size of the building requires an addition of one full time or two part time public service positions. There will be 30% increase in custodian's hours. The operation budget will increase from $14,000 to $22,000.

During the last thirteen years the town has had a solid record for supporting its public library. Between 1985 and 1990 the library's budget increased 59% Total staffing hours increased 20% During the economic downturn of the early 1990's, the library did experience some budget cuts equal to cuts in other municipal departments. Today, the library's budget is rebounding from the state/municipal fiscal crisis and has increased 17% over the last two years. For FY97 the finance committee has approved a 4% increase which includes an increase in staffing. Of note, the Millbury Public Library's municipal approporiation is 1.42% of the cost of running town government, slightly higher than the state average.

Another source of support is the Millbury Public Library Endowment, which is managed by the Greater Worcester Community Foundation. The Endowment is a private fund raising arm of the library which raises money for projects that develop, supplement and enhance the library's services, collection and facility. Their fund raising efforts target people interested in leaving bequests to the library and giving to the library through tax and estate planning giving. In addition, the Library has the support of its Friends group which operates at a grassroots level.

The Building Committee's Strategic Plan provides for converting the Ad Hoc Fundraising Committee into a permanent fundraising vehicle following completion the of the current capital improvement project. It will work with the Endowment's advisory board to establish and execute an annual fundraising efforts to sustain the spirit and build a tradition of annual giving to the library. The first annual campaign will be launched with the professional fund raising counsel currently working on the addition/renovation project.

MUNICIPALITY Millbury

TIMELINE

This project will take 6 months to prepare working drawings and 16 months from the start of construction to completion.

Vcevold O. Strekalovsky
Name of Architect

Strekalovsky & Hoit
Firm

(617) 749 4160
Telephone Number

March 22, 1996
Date

DATE	PHASE
Nov. 1996-Apr. 1997	Design development and bid documents
May 1996-Jun. 1997	Bidding and negotiation
Jul. 1997-Oct. 1998	Construction and close-out
Nov. 1998	Occupancy

Section II: Project Requirements by Type

MUNICIPALITY Millbury

NEW BUILDINGS, ADDITIONS, ADDITION/RENOVATIONS, RENOVATIONS, OR JOINT PUBLIC LIBRARY

Please respond to each of the following topics as appropriate for your situation and include the required attachments. This section is to be used for new buildings, additions, addition/renovations and conversions.

Please describe the planning that was involved in developing the area allocations and spatial relationships of your construction project. Topics that should be covered are:

- Describe any site or other factors which impact project planning, such as condition or limitations of the existing building, location of nearby buildings, traffic, parking, wetlands, ledge, etc. (see also Appendix 11)
- Who was included in the development of the library Building Program? Describe the process if this was not discussed under "Planning Process and Participation."
- How was the library Building Program used in the design of the proposed project?
- Summarize the functional relationships between areas and discuss how these will result in improved services.
- Summarize space allocations by area and for the total project.
- Compare the space allocations from your library Building Program statement to those in your plans. Please explain any significant deviations.
- For projects that will also rectify major problems with energy conservation, please describe the anticipated cost savings and other improvements in operating efficiency.
- For projects that will also rectify major problems with handicapped accessibility, please describe the improved access and any remaining barriers.

Please feel free to use drawings and flow charts whenever appropriate.

- Will the site provide adequate space for the facility and future expansion?
- Indicate how the site was selected for its public accessibility.
- Indicate that there is provision for adequate staff and public parking.
- Document that the completed library building provides adequate space for the provision of library services within applicant's municipality.
- Document that the project shall comply with all applicable provisions of federal, state and local laws regarding handicap access including the Americans with Disabilities Act (ADA), regulations issued by the Massachusetts Architectural Access Board and those promulgated under Section 504 of P.L. 93-112. (Appendix 12)

(continued on next page)

MUNICIPALITY Millbury

REQUIRED ATTACHMENTS (cont.)

- Library building program. (Appendix 3)
- Designer's certification of access for the handicapped.(Appendix 12)
- Elevations of proposed facades, especially those that include a public entrance to the building.
- 1 full size set of schematic drawings, or design development plans and preliminary specifications, in their latest version available. Schematic drawings are adequate for the purposes of a grant application, however you should submit whatever is the LATEST version. Depending on the status of your project, that may be schematic, design development, or even working drawings. If this is a complex building involving many levels and/or ceiling heights, cross sections will also be helpful.

IMPORTANT:

- Floor plan with a complete furnishings and equipment layout. For an addition/renovation or for handicapped access projects, please furnish a floor plan of the EXISTING facility with existing furnishings and equipment layout as well as one for the proposed layout.

(NOTE: The layouts with furnishings and equipment are EXTREMELY important to the readers of your grant application. We advise you that they must be clear and readable, with labels to indicate location of areas and facilities directly on the drawings themselves, not in a key or legend section. Standard architectural-size drawings are acceptable, as is 11" x 13" computer-size paper. The important points here are clarity and readability. The layout should include such details as shelving and reader seats, location of restrooms, elevators, staff offices, public service desks, fire exits, janitor's facilities, etc.)

- Layout of proposed parking and written explanation of your parking situation.
- Labeled photographs to illustrate existing conditions.
- Pictures of site and building.
- Site plan prepared by a Massachusetts registered architect with parking, grading, building location and description of utilities (1" = 40 feet or larger).

see next page

Site Factors Impacting Project Planning

Location. Relocating the library was never an option. The library is conveniently located on a corner lot in the historic downtown section of Millbury.

Parking. The library has thirty-one parking spaces in the lot directly behind the building, sixteen in an adjacent municipal lot and twenty-one on-street spaces. This satisfies the town's parking requirements. (see Appendix 11)

Existing Structure. A design was created that preserves the historical integrity of the original 1915 structure and incorporates the 1983 expansion's elevator and public rest rooms.

Water Table. The library is located on ground that has a high water table. Planning required an adequate drainage system to avoid surface and underground water from seeping into the building and flooding at the entrance areas and minimizing the use of sump pumps.

Building Program - Development and Use

The Library's Building Program was developed jointly by the Director, Trustees, Building Committee and Staff. A full discussion of this process is included in the "Planning Process and Participation".

The Building Program served as both a guide for the architects and as a reference for the Building Committee in the development of the design of the proposed addition/renovation. During the various stages of the planning process, proposed designs or design changes were measured against the Building Program. Creative solutions were required when the design and the Building Program were in conflict. These enhancements positively impacted the overall vision of the project and the planning for services, efficiency or management.

Building Program/Design Space Allocation Comparison

GENERAL

Security Security and safety are built into the design. The building can easily be managed and supervised with minimal staff, if necessary. Entrances, elevators, rest rooms, and the entrance to the room are visible from the circulation desk. The stair atrium provides a visual orientation to the second floor and allows the staff to monitor activity on both floors. Staff can open, secure and exit the building safely in an emergency. Fire exits are logically and conveniently located on both floors.

Working Conditions There is enough space to give staff members their own work areas. The children's librarian and the director each have separate and adequate offices for thinking and quiet conversations.

Outside Entries Overhangs protect patrons from rain and snow. The space around the entrances discourages loitering during and after library hours. There is plenty of room to pile snow in the winter. The location of book return boxes is convenient for both staff and patrons. A firewall surrounds the book drop, protecting the interior of the building.

Trash Pickup Areas There is a readily accessible area for trash pickup and disposal.

Entrances The entrance off of the parking lot is handicapped accessible. A second entrance fronts the main street. Both entrances are inviting, convenient and lead to a common lobby.

Circulation. There is a single centralized circulation desk. Its location maximizes efficiency, supervision and service. The circulation desk is contiguous to the children's room and technical services, and adjacent to the young adult area, rest rooms, elevator and room. The browsing collection of popular listening and viewing materials, book displays, and a patron access computer are also located in this area. The desk is wired for automation with adequate space for computers and terminals. One section of the desk is low enough to accommodate wheelchair patrons. There are separate sections for materials processing and registrations. There is adequate staff work space. It can also accommodate books waiting to be shelved, titles waiting to be picked up, supply storage and small pieces

of equipment. There is a section for regional and mail deliveries. Lines of patrons can form in front of the desk without interfering with traffic patterns.

Circulation/Technical Services Workroom. The circulation and technical services work areas are combined and located behind the circulation desk with good visibility from the circulation desk. Its location allows staff here to back up circulation. The staff lounge and rest room are conveniently located behind the circulation/technical services area.

Children's Room. The children's room is conveniently and safely located on the ground floor, easily accessible from either entrance without passing through the adult services area. The children's room takes up nearly one third of the patron access space. However, the typical noise generated by a busy children's room will not interfere with activities in other parts of the library. If the noise level in the children's' room increases due to a high energy activity, a screen can be pulled across the area's entrance, assuring that noise will not affect the enjoyable use of the facility by other population groups. Outside activities can be held in an outdoor area off of the children's room.

The children's room is divided into three spaces:

-a preschool area for play and read aloud activities with adjacent comfortable adult seating;

-an intermediate area for older children doing quieter activities including homework and using computers;

-a story hour/activities room that can also function as an after school homework center.

The circulation desk is next to the children's room, meaning that children are only a few steps away from checking materials in/out at an accessible twenty-nine inch high circulation service area. Staff at the circulation desk can easily see into the children's room. The design provides direct entry into the children's room from the circulation desk. There is adequate space for a children's services desk and an office. A much-needed child sized rest room is also included in the plan.

Young Adult. The Young Adult area is conveniently located on the ground level. It is across from the circulation desk, allowing for unobtrusive supervision. This area is a defined space and out of the way of the traffic patterns and activities around the circulation desk.

Multi-purpose Room. The room is also located on the ground level, easily accessible from both entrances. The room is equipped with a kitchenette and two closets with quick access to rest rooms. A large flexible storage area is conveniently located adjacent to the room . The room can accommodate large gatherings of eighty people, and can be divided into two meeting rooms for simultaneous use by smaller groups. The room may be used by the community after library hours.

The room does not have support columns. Window coverings block out light for film/slide show presentations. Celestory windows provide light without glare from behind the speaker's podium. The location of the meeting room eliminates noise which might interfere with other patrons.

Storage. There is easy access to the storage area from both public and staff work area. The storage area is divided to provide a separate space for movable furnishings. The other area can store library and Friends furnishings, equipment and supplies. The custodian storage/workroom and boiler room are adjacent to this area. Additional storage is located on the second floor (including a janitor's closet) and is convenient to the rest rooms and entrances.

Storage for a lawn mower, snowblower and other maintenance equipment is conveniently located off the parking lot and near an entry way. The storage area is surrounded by a firewall to protect the rest of the building.

Rest rooms and Elevator. The rest rooms and elevator are visible and conveniently located adjacent to the circulation desk. They are located near entrances and are convenient to the children's room. A children's size lavatory is located in the children's room.

SECOND FLOOR

Stairway and Elevator. The stairway and elevator, located adjacent to the circulation desk, bring people up to the second floor. Patrons are drawn up the stairs by natural light from the cupola. Upon reaching the second floor patrons can see the reference desk and easily see where collections and services are located. The existing elevator from the phase one project was maintained.

Collections. Patrons have easy access to adult fiction and nonfiction collections including popular reading materials on the second floor. Reference services, patron access computers, periodicals, local history/conference room and business office are also located here. Throughout this area are patron table and study carrel seating arrangements.

Reference. Reference and comfortable seating are located in the reading room. The reference service desk is convenient to the stack area and provides good visibility of the entire reference area and patron access computers (PAC's), patron seating areas, local history and stack area . The adult services provides people with privacy for quiet for serious study. Brick on the 1915 building will be cleaned and exposed.

Local History Room and Conference Room. The local history room is a separate enclosed area designed to preserve and secure artifacts and materials relating to Millbury's rich history. It can also be used by the public as a small conference room. This room's glass walls help library staff to monitor activities.

Administration/Business Office. The administrative area, business office and staff rest room are also located on this floor. There is good visibility from here into local history, periodicals/popular materials, PAC's and stack areas.

Periodicals and Popular Materials. Magazines and newspapers are located next to the local history area in a comfortable area. Popular browsing materials surround this space.

Patron Access Computers. Computers for the library's on-line catalog are located adjacent to the popular materials easily accessible from reference and the stack area. Reference area and administrative/business area can see into the computer area.

Storage and Future Expansion. The design provides for 1,624 square feet of expandable space above the first floor areas. The structure and foundation supporting this space is designed for a 150 lb. live load. Above the children's room 640 square feet may be used for storage until future expansion takes place.

Anticipated Cost Savings from Energy Conservation

The proposed building will be operated more efficiently than the existing facility. Cost estimators indicate that the current per square foot cost of running the facility in 1996 is $1.91. The anticipated per square foot of running the proposed facility is $1.34.

Resolution of Accessibility Problems

The library's 1993 "MPL ADA Committee Report" identifies and addresses the accessibility problems inherent in the current library facility. The major accessibility problems successfully addressed in the design are:

-overcrowding and obstructions in patron access areas;

-not enough space for wheelchair turn arounds in the stacks;

-accommodations at the circulation desk for wheelchair patrons;

-drainage problems including surface and underground water collecting in front of the handicapped accessible entrance.

Of note, the library's current portable sound amplification equipment can be used in the library's expanded facility's room and circulation desk.

Provisions for Adequate Space and Future Expansion

Space provisions meet the twenty year need for the Millbury community based on project population figures provided by the town planner. These figures take into consideration the recent developments unique to the area discussed in "Special

Conditions", such as the turnpike interchange, commuter rail stations, business development and sewerage.

Future growth is provided for by the potential 1,624 square feet of expansion space on the second floor over the first story areas. The structure and foundation in these areas carry a 150 lb. live load. Additionally, the potential exists for increasing the footprint on the site.

Adapting space for future purposes is enhanced with a flexible floor plan that can be reconfigured according to the needs of the community in the future.

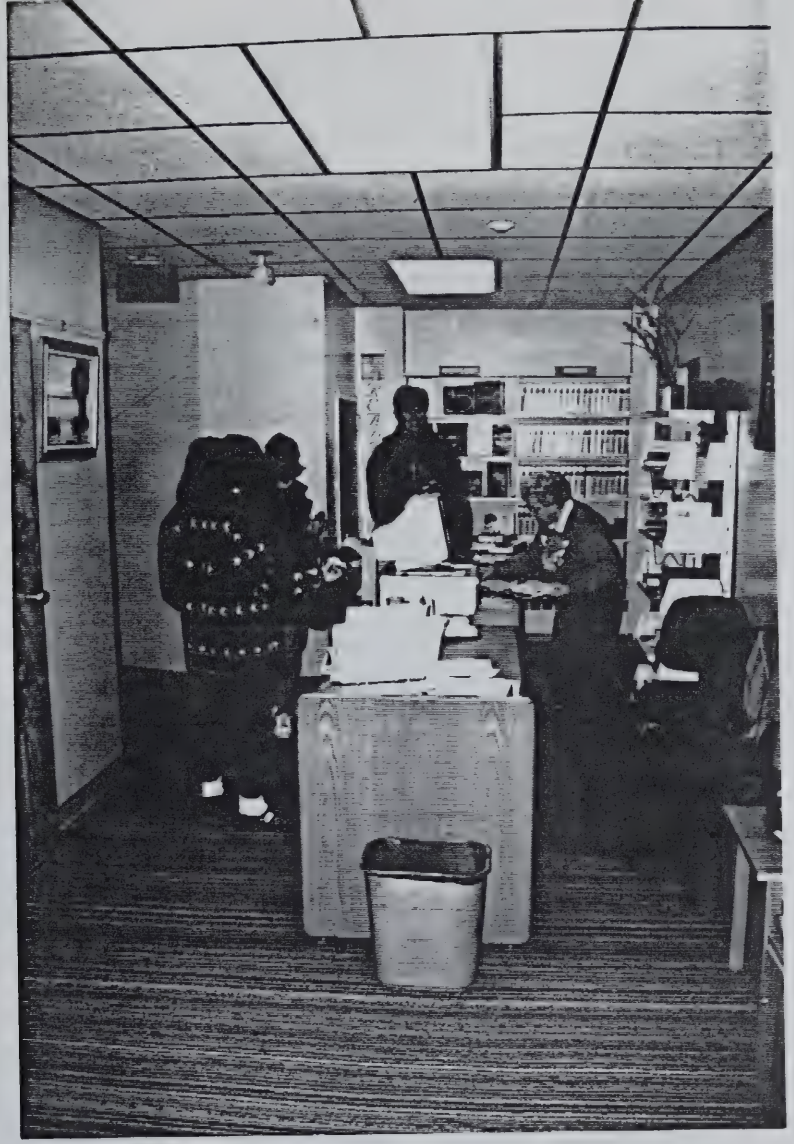
Millbury Public Library

West Side Corner of Elm & Water Streets

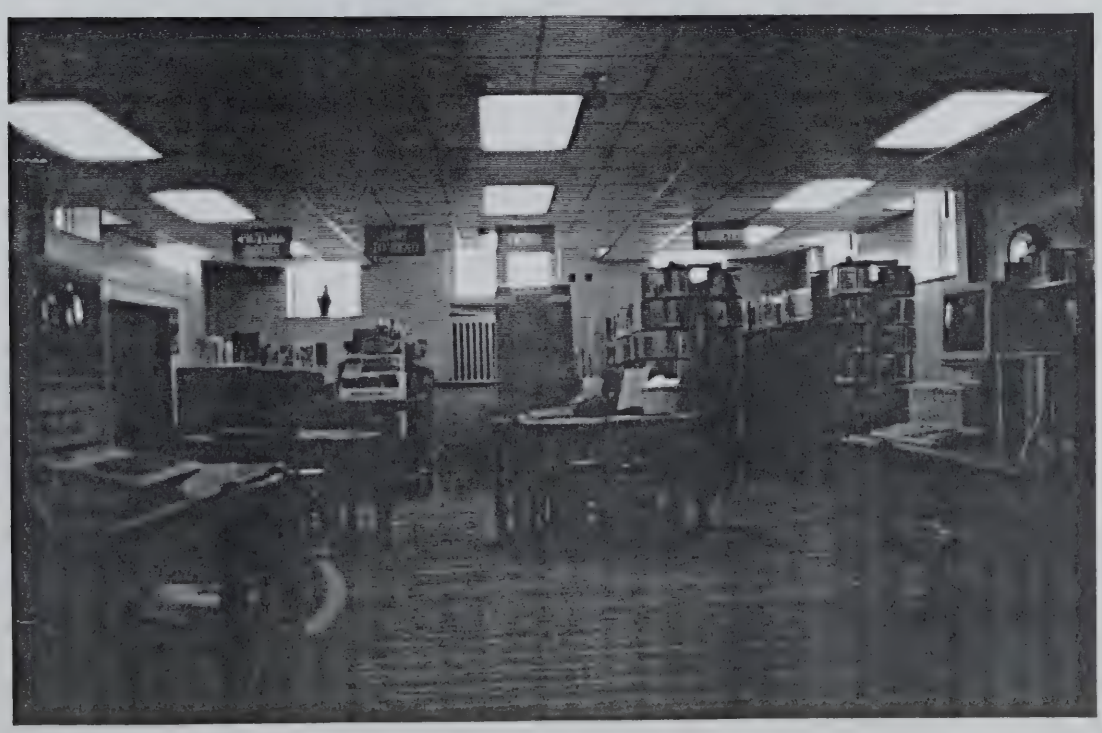
East Side View of Building and Shed

Rear Off Parking Lot

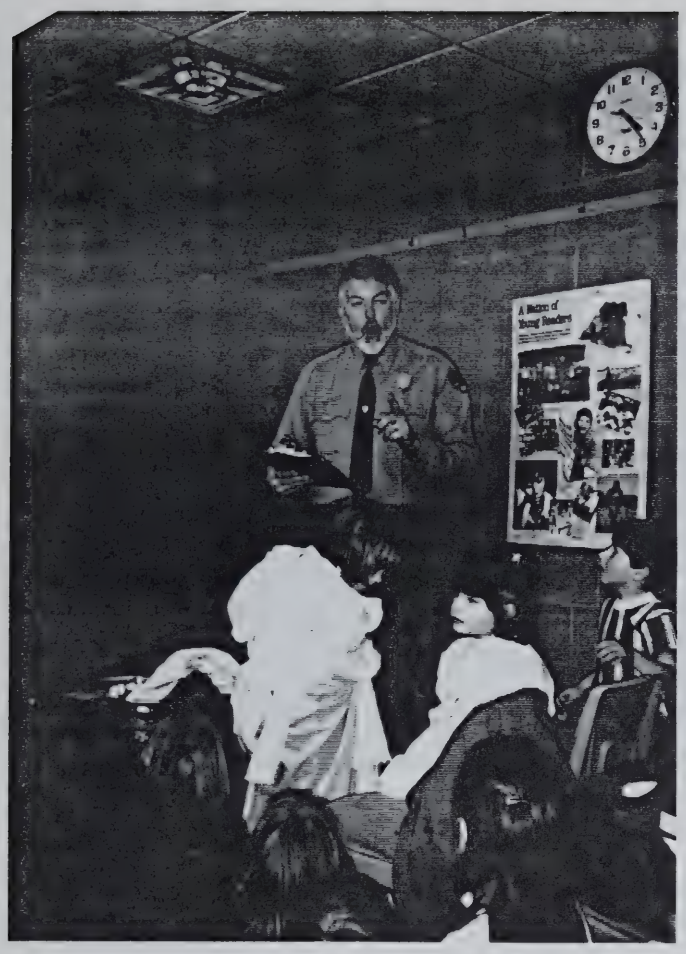
Lobby Off Parking Lot (basement, 1983)



Children's Room (basement, 1915)

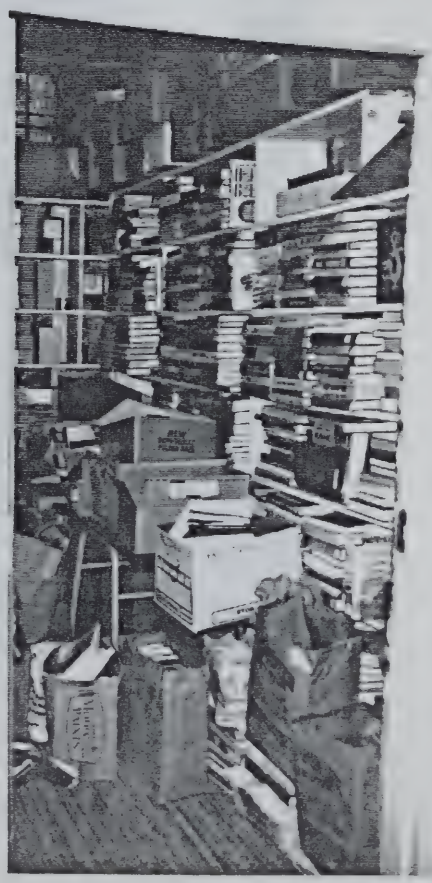


Boiler Room Off Children's Room (basement, 1915)

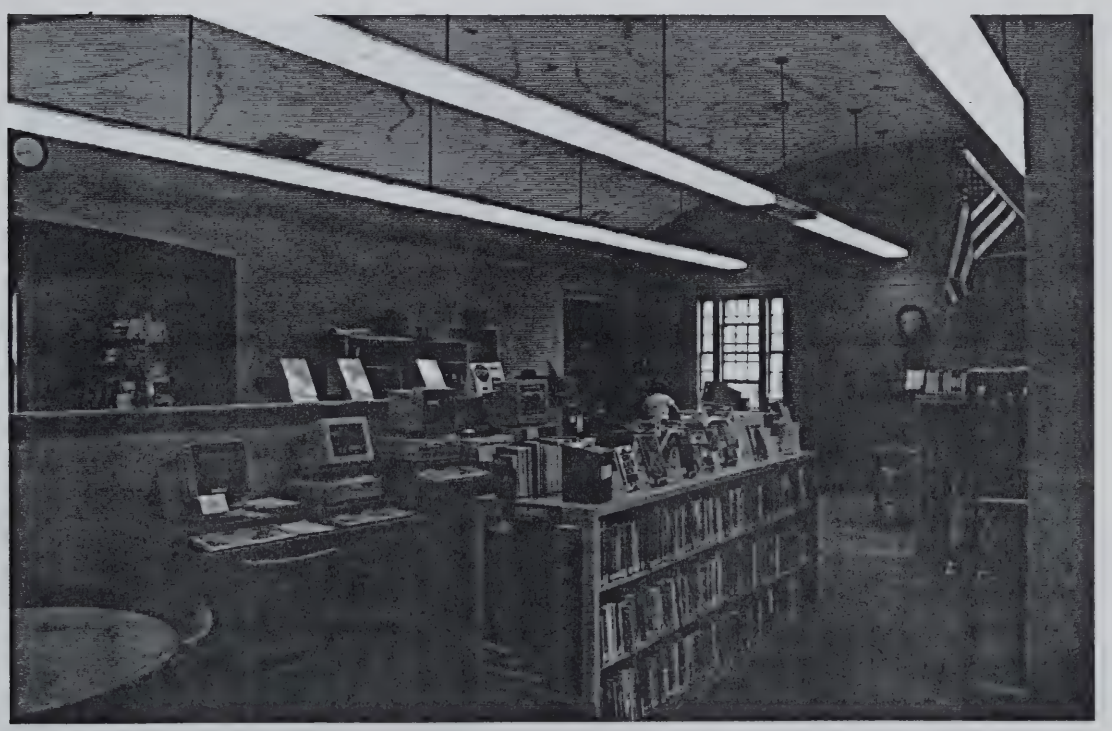


Meeting Room (basement, 1983)

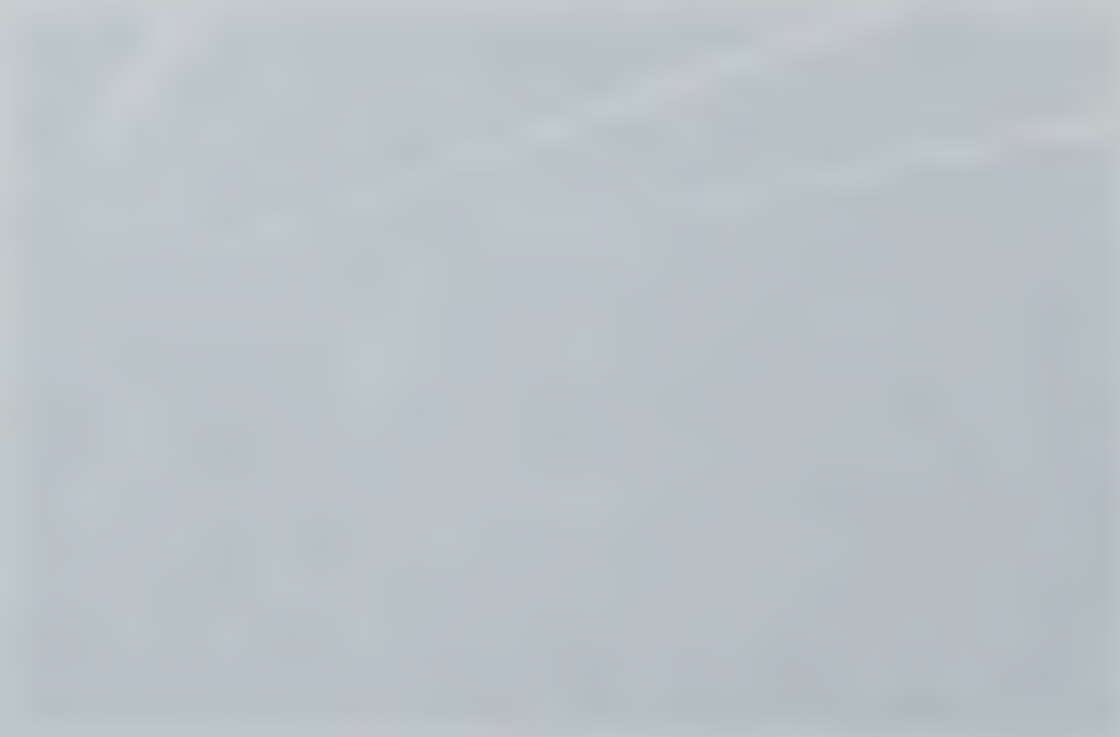
Periodical Storage (basement,1915)

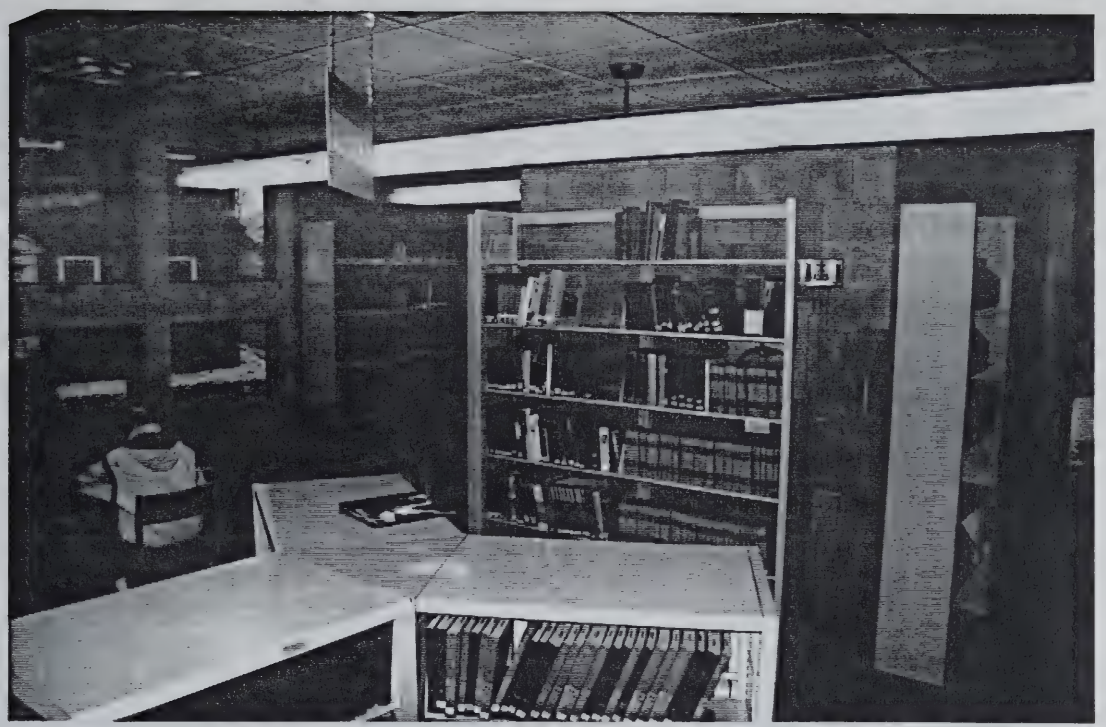


Main Circualtion Desk (upper level, 1915)

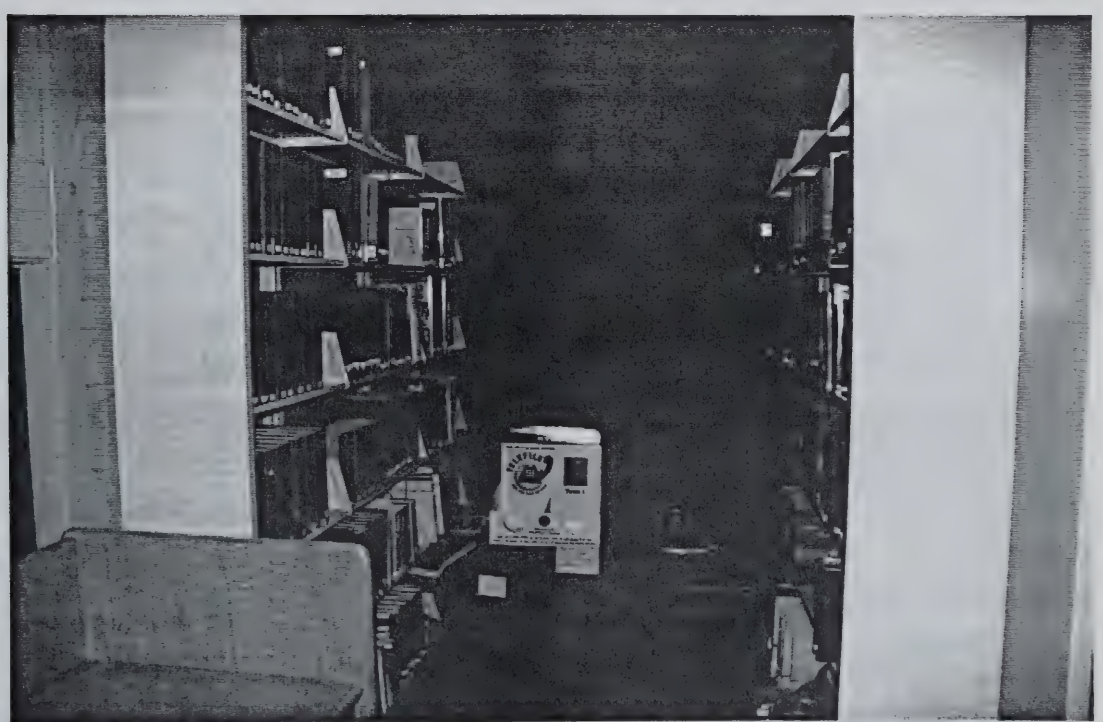


Browsing Collection & PAC's (upper level, 1915)

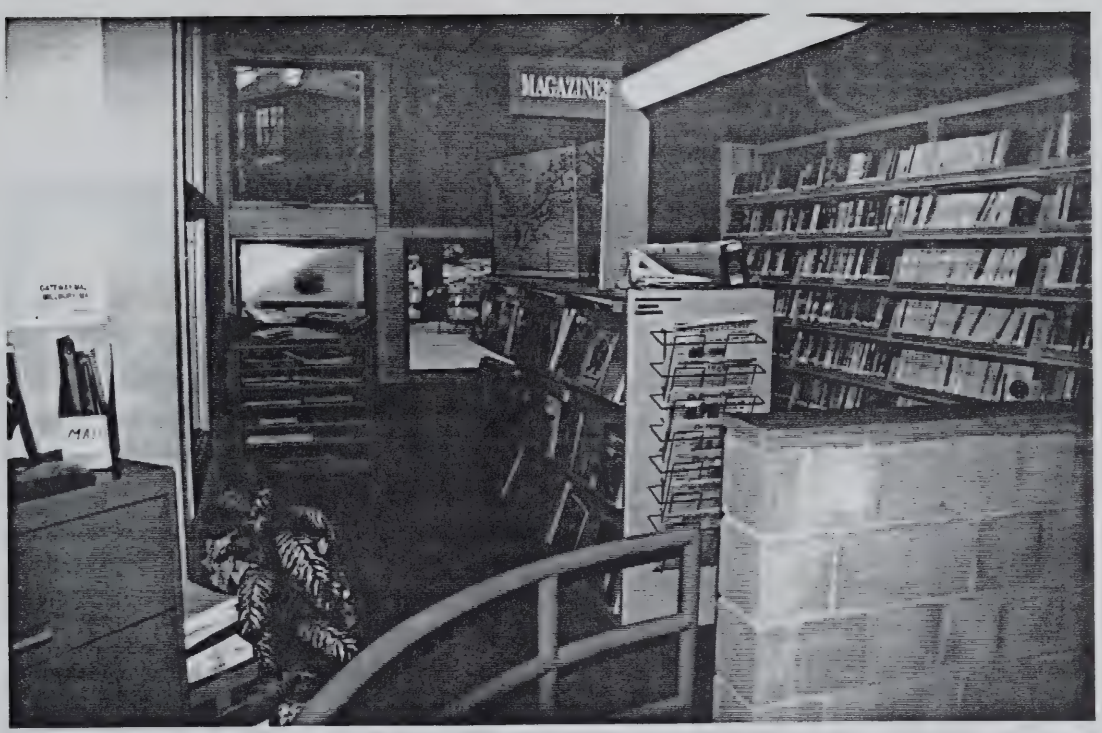




Reference (upper level, 1983)

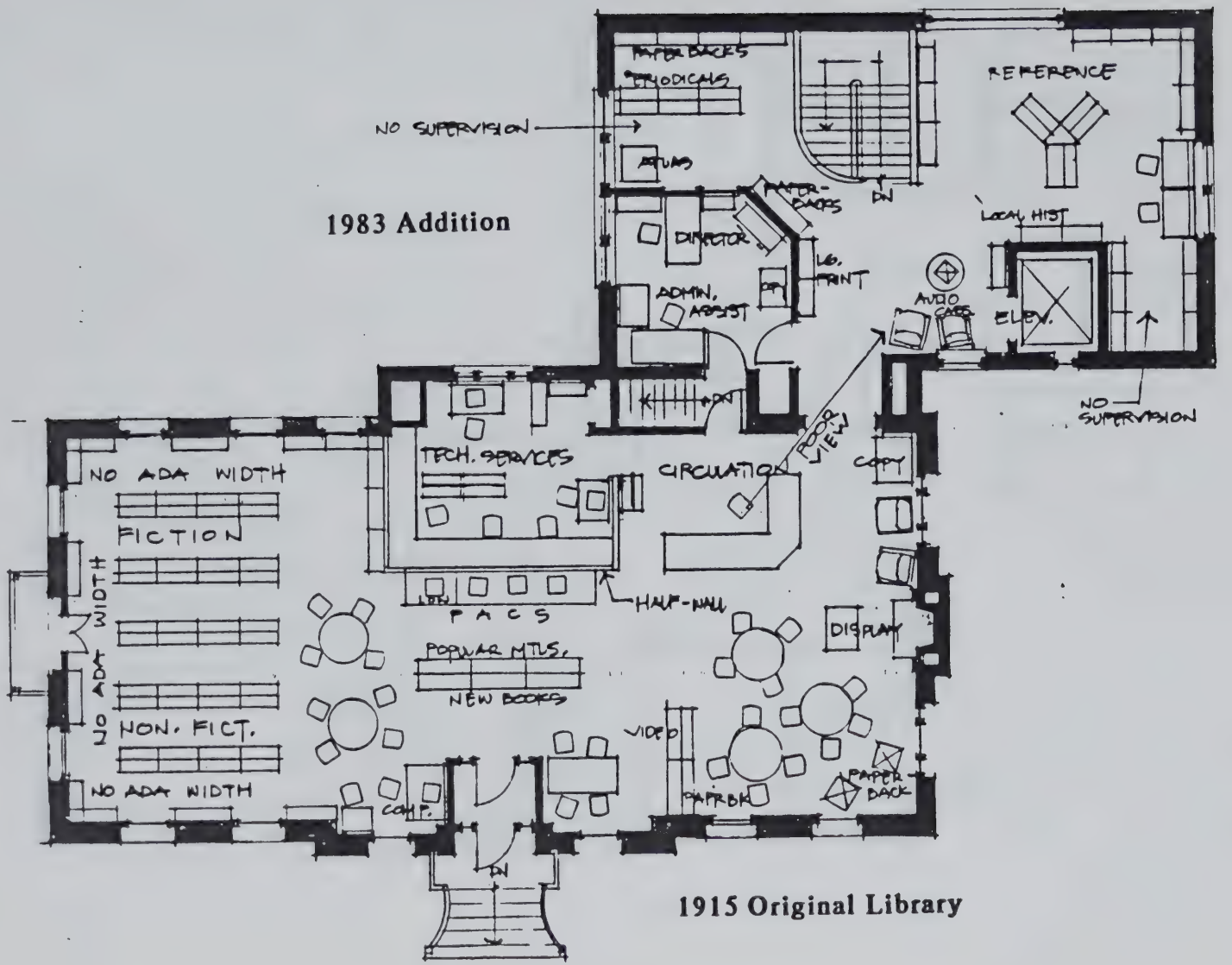


Circ/Tech Services Workroom (behind main circ desk)



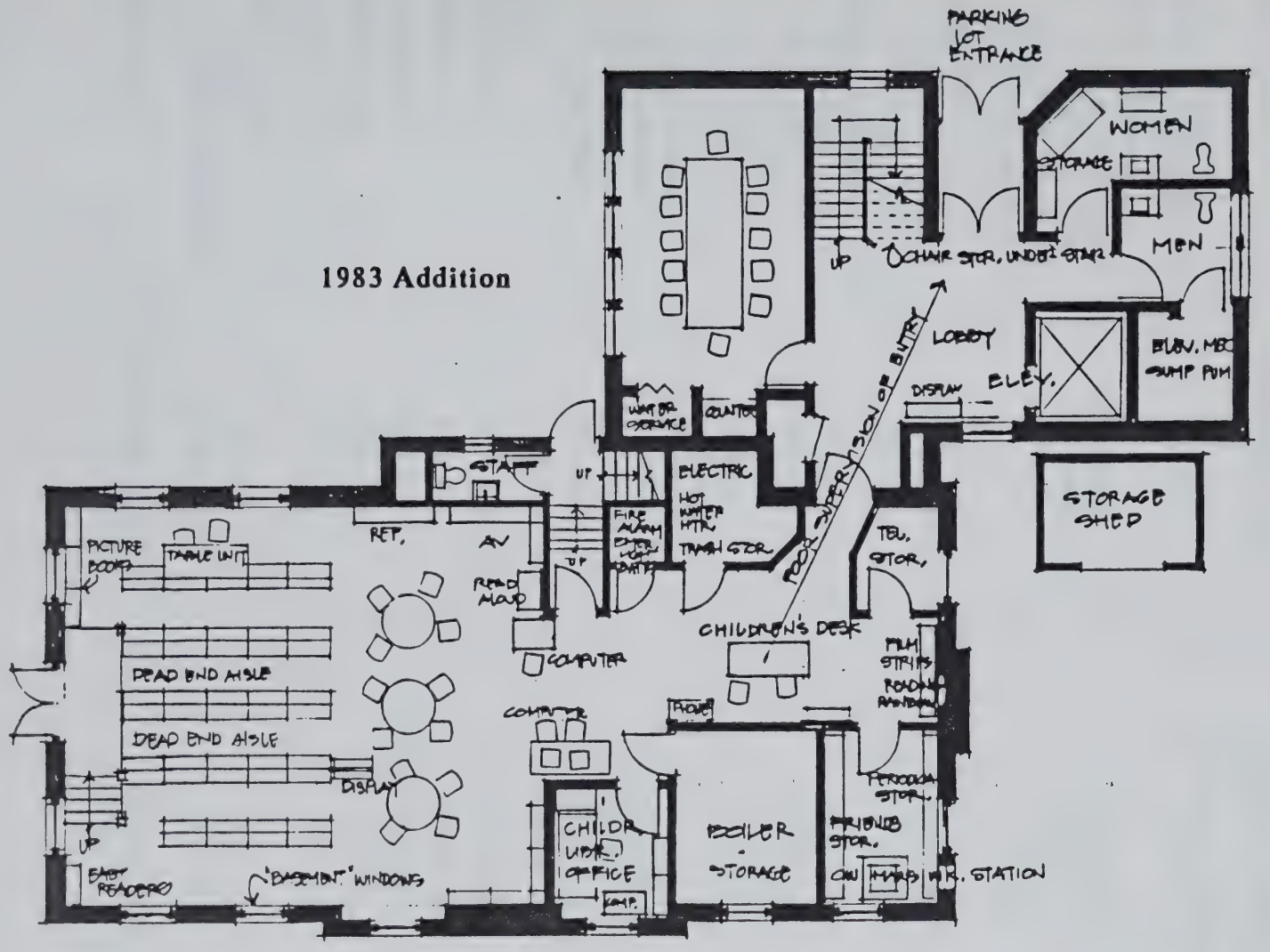
Magazines & Paperbacks (upper level, 1983)

Director's Office (upper level, 1983)



Upper Level Plan

Millbury Public Library Millbury, Massachusetts



1915 Original Library

Lower Level Plan

Millbury Public Library Millbury, Massachusetts

Millbury Public Library
Millbury, Massachusetts

Comparison of Volume Capacity

Department	Existing Volumes	Proposed Capacity
Lobby / Display	0 vols	(see popular materials)
Circulation Desk / Wk. Area	85 vols	378 vols
Children's Library		
reading room - books	9,833 vols	13,000 vols
reading room - A/V	839 items	2,040 items
children's circ. desk	83 vols	0 vols
children's office		315 vols
Young Adult		
books	1,266 vols	2,010 vols
periodicals	4 titles	15 titles
Popular Materials		
new books	432 vols	1,256 vols
large print	367 vols	1,256 vols
newspapers	3 titles	10 titles
periodicals	6 titles	176 titles
paperbacks	1,463 vols	2,500 vols
video cassettes	334 items	1,510 items
audio cassettes	242 items	1,000 items
books on tape	188 items	1,000 items
compact discs	0 items	2,440 items
Fiction	6,308 vols	10,962 vols
Non-Fiction	7,513 vols	16,416 vols
Reference	870 vols	2,520 vols
Local History	308 vols	750 vols
Friend's Room	600 vols	2,270 vols
Technical Services	286 vols	380 vols
Administrative		
director	75 vols	380 vols
administrative office	(see director)	190 vols
Total Items	**31,105 items**	**62,774 items**

Millbury Public Library
Millbury, Massachusetts

Comparison of Patron Seating Capacity

Department	Existing Patron Seating plus (computer / pac)		Proposed Patron Seating plus (computer / pac)	
Lobby / Display				(3)
Children's Library	14	(4)	30	(10)
Young Adult			6	
Popular Materials			10	(3)
Adult Fiction / Non Fiction	19	(4)	12	
Reference	2		22	(8)
Local History / Conference			8	
Subtotal - Patron Seats	35	(8)	88	(24)
Meeting Room *(in addition to patron seats shown above)*	*0*	*(0)*	*86*	*(0)*

Millbury Public Library
Millbury, Massachusetts

Comparison of Net Square Footage

Department	Existing Net Sq. Ft.	Program	Proposed Net Sq. Ft.
Lobby / Display	595 sf	1,200 sf	1,100 sf
Circulation Desk / Wk. Area (*)	135 sf	450 sf	435 sf
Children's Library		3,500 sf	
reading room	1,240 sf		2,345 sf
children's program rm.	0 sf		525 sf
children's circ. desk	65 sf		180 sf
children's office	72 sf		120 sf
children's toilet	0 sf		45 sf
Young Adult	0 sf	200 sf	245 sf
Popular Materials (**)	170 sf	1,400 sf	
new books	126 sf		180 sf
large print	25 sf		90 sf
newspaper / periodicals	80 sf		455 sf
paperbacks	40 sf		165 sf
video cassettes	40 sf		200 sf
audio cassettes	40 sf		100 sf
books on tape	15 sf		120 sf
compact discs	0 sf		100 sf
Boodstacks		2,000 sf	
Fiction	290 sf		760 sf
Non-Fiction	440 sf		1,275 sf
Reference	380 sf	1,500 sf	1,890 sf
periodical storage	50 sf		0 sf
Local History	30 sf	200 sf	205 sf
Friend's Room/Library Storage	48 sf	200 sf	195 sf
Technical Services (*)	210 sf	650 sf	480 sf
Administrative		350 sf	
director	155 sf		150 sf
administrative office	(incl. in director)		210 sf
Staff Room	(incl. in conference)	200 sf	250 sf
Conference	0 sf		(see loc hist)
Multipurpose Room	240 sf	800 sf	995 sf
mp rm storage	(under lobby stair)		125 sf
Library Storage	(boiler, utility rms)	200 sf	280 sf
Total Net Square Footage	**4,486 net sf**	**12,850 net sf**	**13,220 net sf**
Existing Net to Gross Multiplier	1.53		
Existing Total Gross Square Footage	6,850 gross sf		
Proposed Net to Gross Multiplier		1.25	1.25
Proposed Total Gross Square Footage		16,000 gross sf	16,580 gross sf

(*) Work areas are combined in building program.
(**) Under 'Existing NSF': Seating only - Popular Materials collection square footage is listed below by category.

Millbury Public Library
Millbury, Massachusetts

Comparison of Gross Square Footage

	Existing Gross Sq. Ft.	Demolition (1983 Bldg.) **	New Gross Sq. Ft.	Proposed Total Gross Sq. Ft.
Lower Level	3,425	(824)	6,892	9,493
Upper Level	3,425	(824)	4,486	7,087
Total	**6,850 gsf**	-(1,648) gsf	11,378 gsf	**16,580 gsf**

** (Existing 1983 addition is 1,240 gsf per floor - Elevator and Toilet "core" to be saved.)

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

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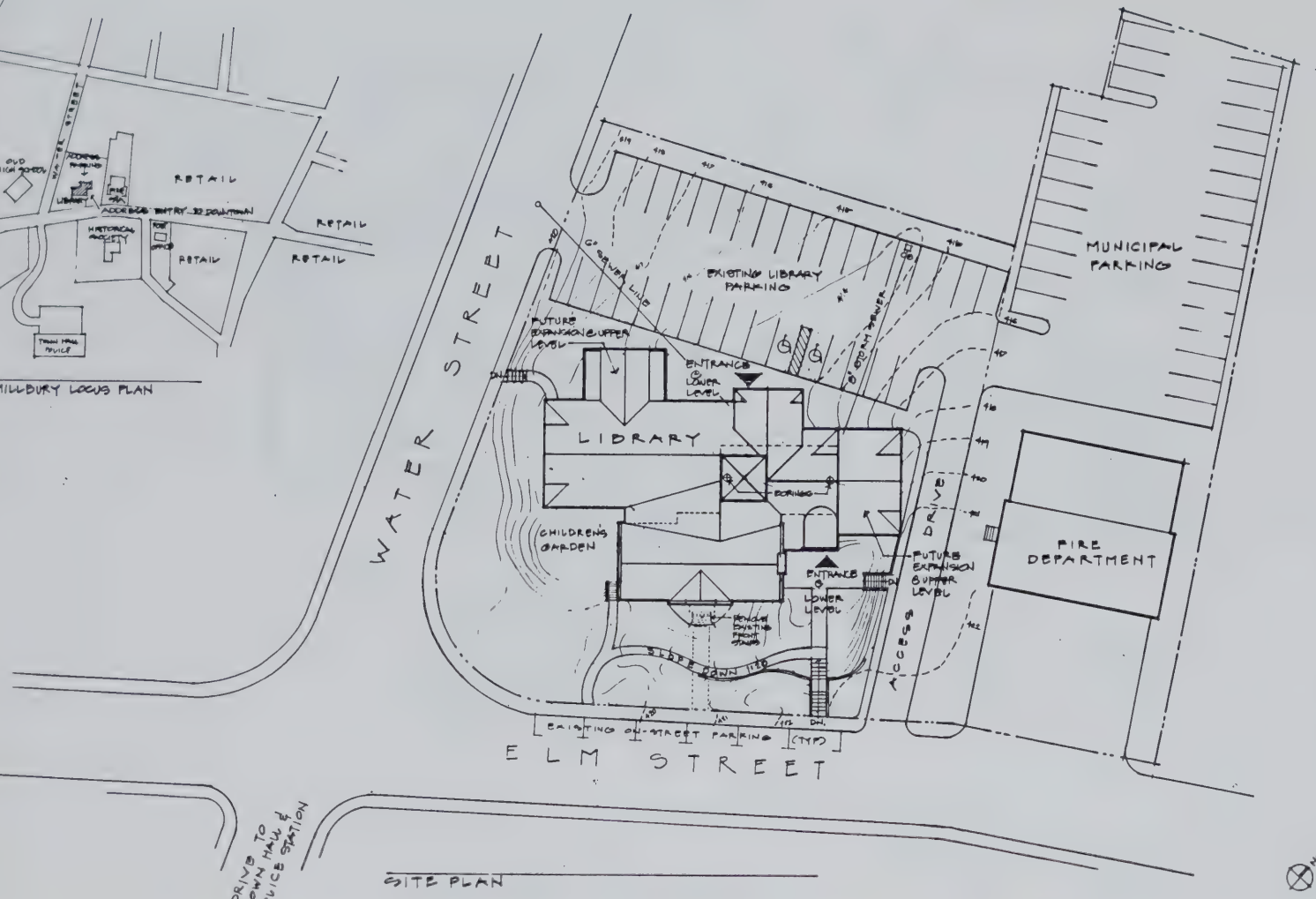
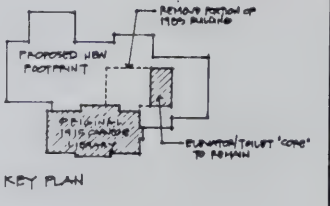
DOWNTOWN MILLBURY LOCUS PLAN



SITE PLAN



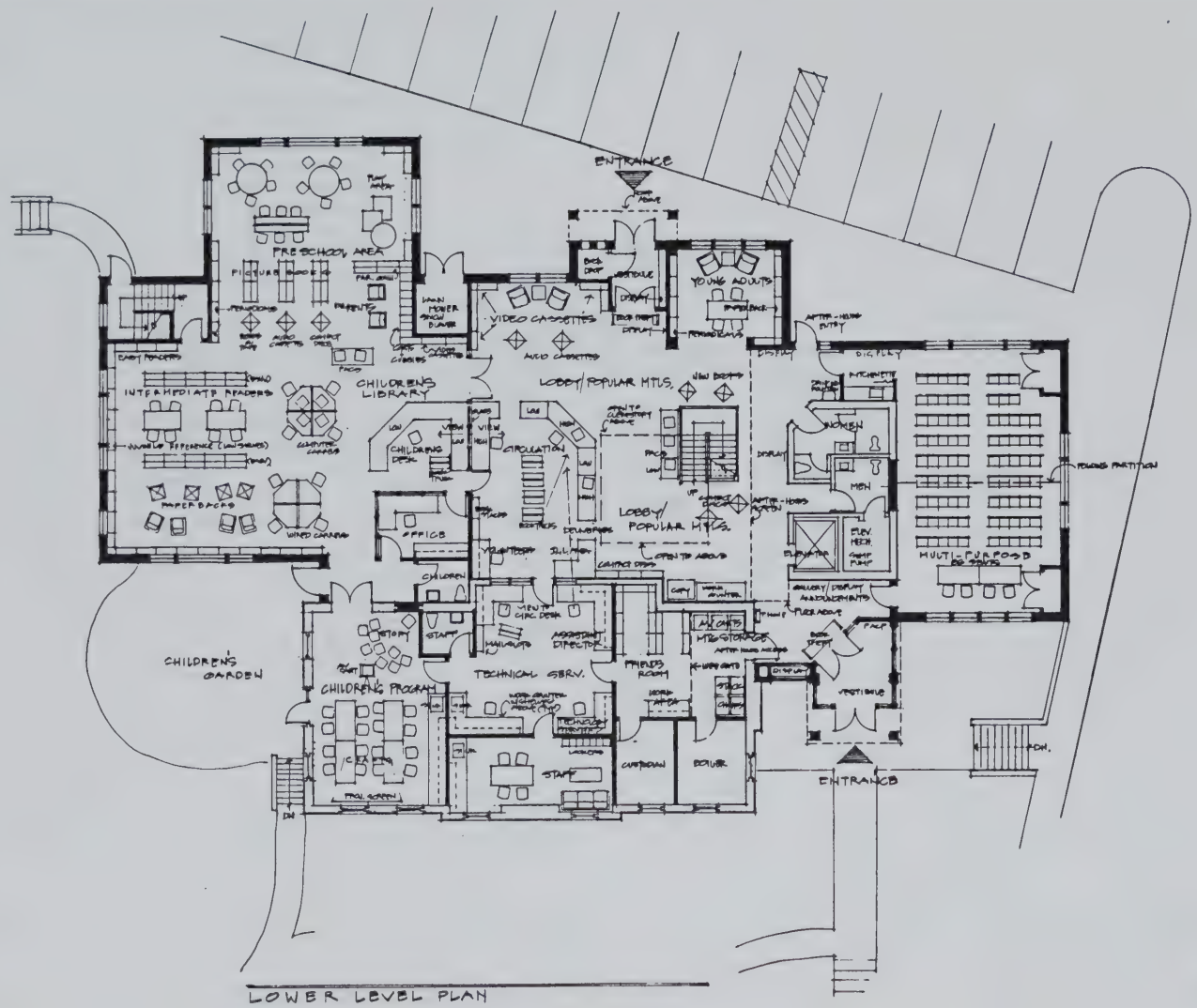
KEY PLAN

0 5 10 20 30 FEET

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

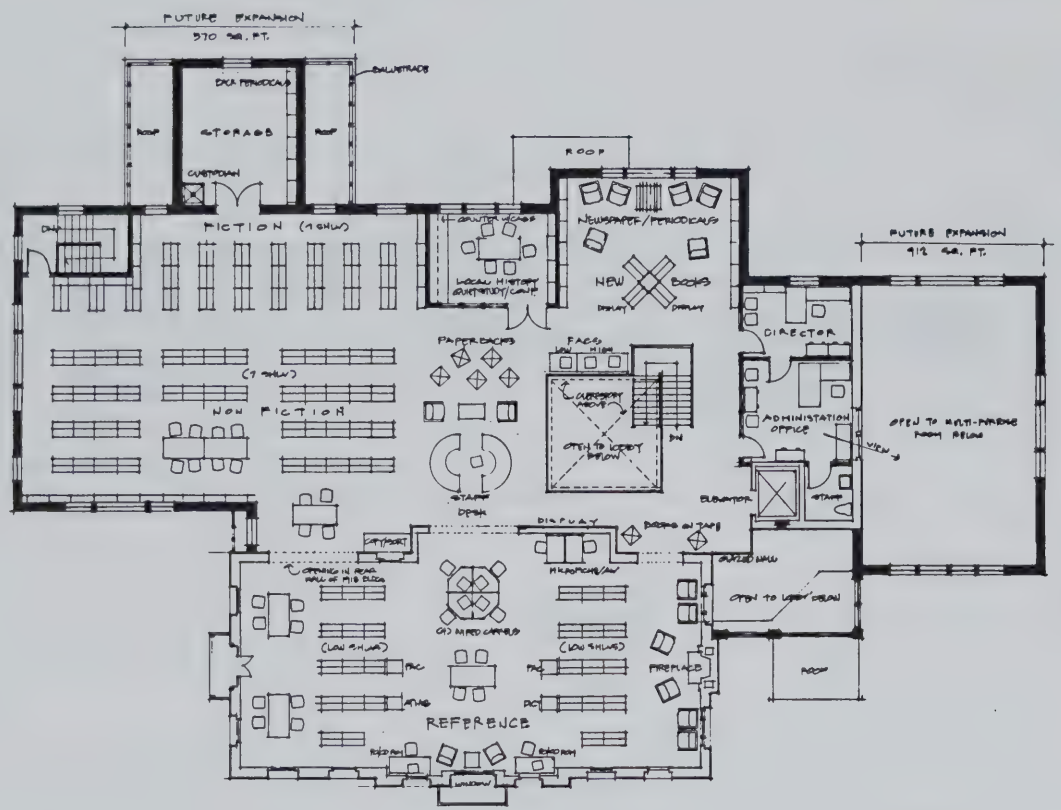
STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS



ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

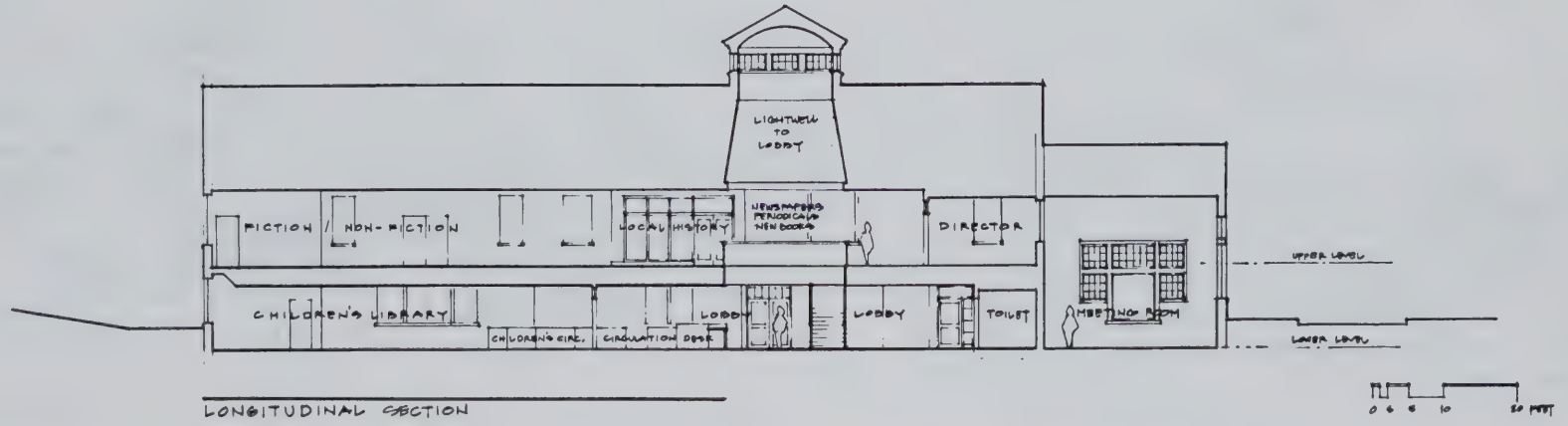


UPPER LEVEL PLAN

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

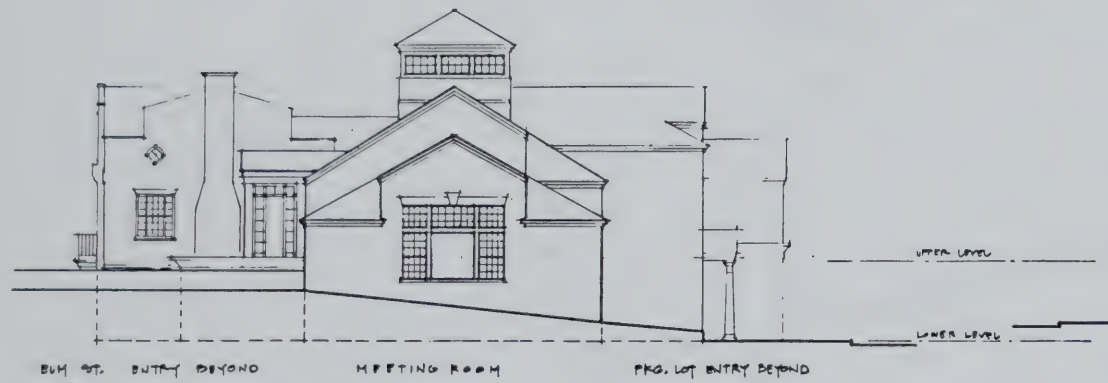
STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS



ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

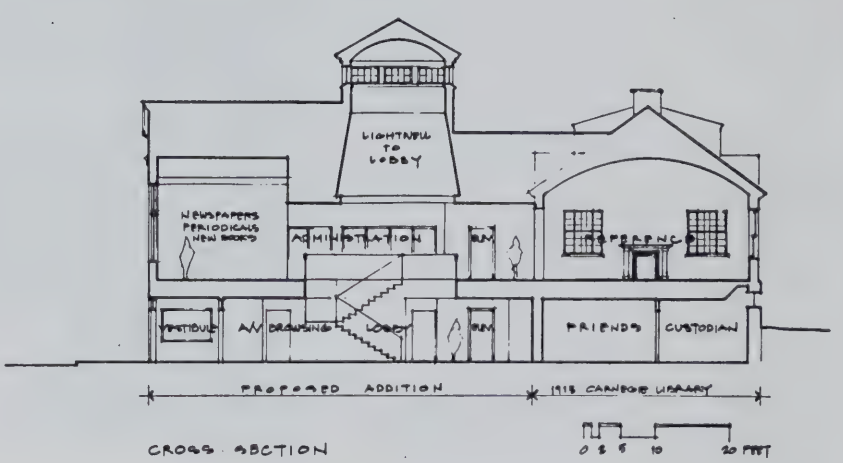
STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS



ACCESS DRIVE ELEVATION (NORTH)

WATER STREET ELEVATION (SOUTH)

PARKING LOT (REAR) ELEVATION

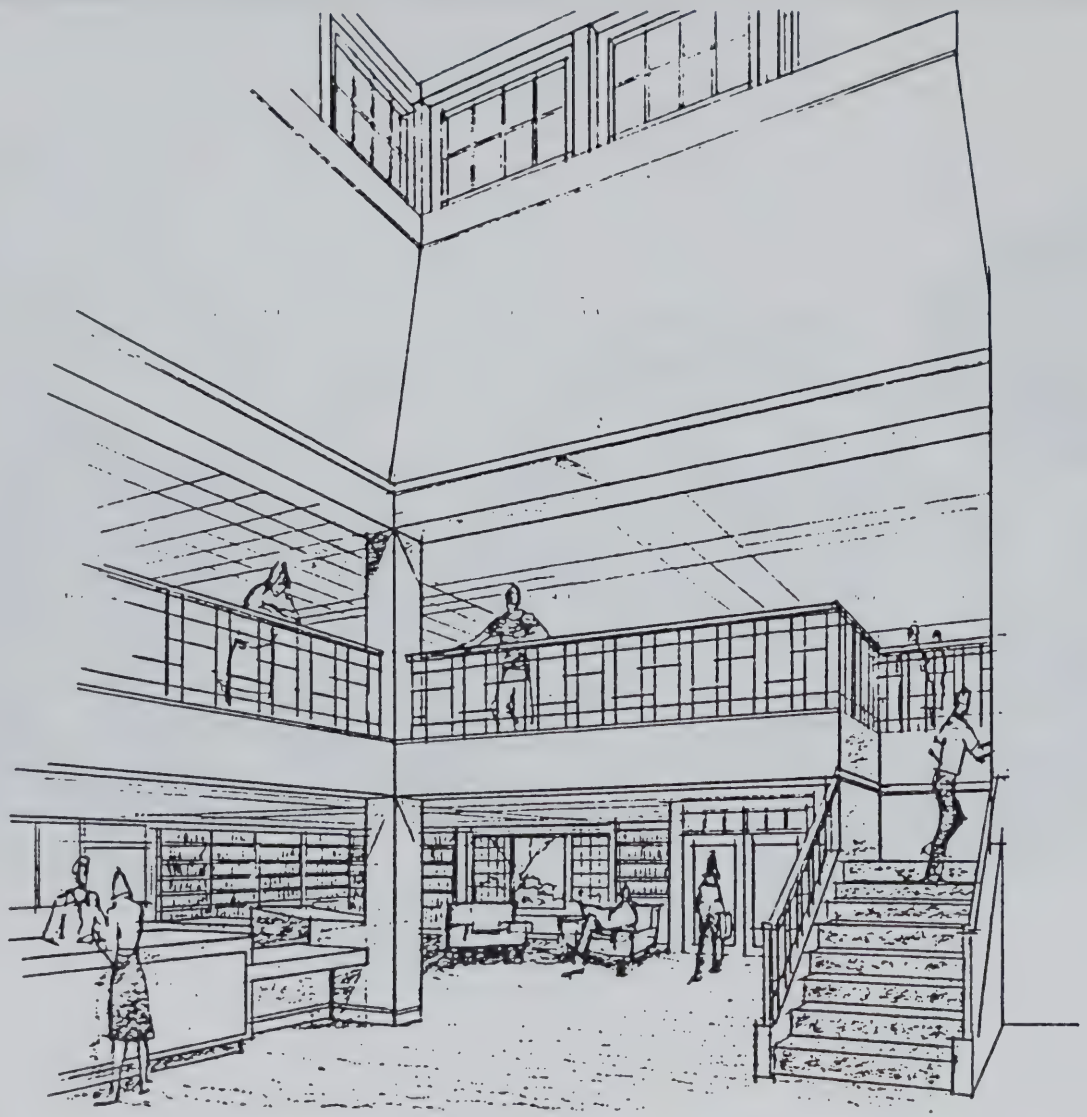


CROSS SECTION

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS



ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

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ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

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ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

Section III: Financial

MUNICIPALITY Millbury

ELIGIBLE/NON-ELIGIBLE PROJECT COSTS

ACTIVITY/ITEM	ELIGIBLE*	NON-ELIGIBLE	TOTAL
General Construction	1,298,050	———	1,298,050
Structural and miscellaneous steel	154,500	———	154,500
Plumbing	65,800	———	65,800
HVAC	252,000	———	252,000
Electrical	211,000	———	211,000
Site preparation	30,000	———	30,000
TOTAL CONSTRUCTION COST	2,011,350	———	2,011,350
Architect/ Engineer Fees*	226,700	———	226,700
Construction - Administration Cost	90,000	———	90,000
Fixed Equipment	20,000	———	20,000
Contingency	231,000	———	231,000
Land purchase or value of gift land (give date)*	0	———	0
Steel shelving (No end panels)	55,000	———	55,000
Furnishings other than shelving		194,000	194,000
Landscaping and paving		30,000	30,000
Other Costs	115,100	52,650	167,750
Current Working Cost Estimate	2,749,150	276,650	3,025,800

Do not fill in shaded areas.

If only a portion of a building is to be used for library purposes, only that portion is eligible for funding. This should be pro-rated and the following page completed.

* include only those costs incurred within three years of the date of this application.

MUNICIPALITY Millbury

SUMMARY OF COSTS

Current working cost estimate (from previous page) $3,025,800

Total gross square footage 16,610 GSF

Construction cost per square foot
(total construction cost divided by total square footage) $2,011,350÷16,610 SF = $121 09

Project cost per square foot
(current working cost estimate divided by total gross square footage) $3,025,800÷16,610 = $182.17

For Renovations or Renovation/Additions only:

a. Cost of new construction / sq.ft. new to be built = $135 cost/sq.ft. new construction

b. Cost of renovation / sq.ft. to be renovated = $85 cost/sq.ft. of renovated space

Name of Cost Estimator: Gene Raymond

Firm: Strekalovsky & Hoit, Inc

Address: 51 North Street

Town/State/Zip: Hingham, MA 02043

MUNICIPALITY Millbury

ESTIMATED PROJECT FUNDING SOURCES

Please indicate sources of funding that have been secured or that you are proposing to secure to fund your project.

	SECURED	PROPOSED*	TOTAL
Tax levy or general funds		** (approp. TM '96) $250,000	$250.000
Bonds		(STM to Ballot) $766,666	$766;666
Accumulated capital construction/improvement funds			
Trust monies	$17,000		$17,000
Gifts/Fund raising*	$10,000	** (private & corp donations) $740,000	$750,000
LSCA Title II			
Other Federal Funds (specify)			
MA Public Library Construction Funds (this proposal)		(contingent on grant) $1,333,400	$1,333.400
Other State Funds (specify)	$23,000		$23,000
Value of land			
Other (specify)	$ 5,718		$5,718
TOTAL	$55,718	$3,090,066	$3,145,784

* Please detail the activities necessary to obtain proposed monies in each category.

Note: In this type of grid, which includes both actual and prospective funding, it is quite possible that your totals may exceed the cost of the project.

**See Special Conditions

Section IV: Assurances and Certifications

MUNICIPALITY Millbury

QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

Complete this form for: 1) the Project Director; 2) the architect who will work on the project; 3) the library director, if not also the Project Director. Please attach additional sheets by using photocopies of this form.

NAME Rosemary Waltos

CURRENT POSITION AND DUTIES Millbury Public Library Director. Responsible for all aspects of library service including personnel supervision, budget planning and preparation, adult/ya services and collection development, overseeing building operations and maintenance.

DESCRIPTION OF PROPOSED PROJECT-RELATED WORK Will serve as liaison for Library Board of Trustees, Building Committee and its ad hoc committees. Completed library's Development Plan and annual reviews and updates, space needs assessment, Building Program, Auotomation Plan and the Massachusetts Public Library Construction Program Grant application.

EDUCATIONAL AND PROFESSIONAL EXPERIENCE WHICH IS APPLICABLE TO THIS PROJECT

Masters in Library and Information Science. 1980.

Director, Millbury Public Library. 1986-

Branch Librarian, Saxonville Branch, Framingham Public Library. 1984-86

Involved in the completion of the renovation/expansion of the Saxonville Branch facility.

Technical Services Librarian, ARRADCOM Scienific and Technical Library.

Involved in merger and relocation of two sci-tech libraries.

MUNICIPALITY Millbury

QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

Complete this form for: 1) the Project Director; 2) the architect who will work on the project; 3) the library director, if not also the Project Director. Please attach additional sheets by using photocopies of this form.

NAME Vcevold O. Strekalovsky, AIA

CURRENT POSITION AND DUTIES Principal in Charge

DESCRIPTION OF PROPOSED PROJECT-RELATED WORK Designer with oversight of entire architectural package from schematics design through construction close out

EDUCATIONAL AND PROFESSIONAL EXPERIENCE WHICH IS APPLICABLE TO THIS PROJECT

University of Pennsylvania - Master of Architecture

University of Edinburgh - Graduate School of Architecture

Over 30 years as a registered architect involved with over 300 successful public bid projects including libraries, senior centers, and schools.

Massachusetts Registration No. 2571

Affiliations : Trustee, South Shore Conservatory, South Shore Art Center, Chairman Boston Society of Architects Art and Architecture Committee

MUNICIPALITY Millbury

QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

Complete this form for: 1) the Project Director; 2) the architect who will work on the project; 3) the library director, if not also the Project Director. Please attach additional sheets by using photocopies of this form.

NAME Gene S. Raymond Jr., AIA

CURRENT POSITION AND DUTIES Project manager

DESCRIPTION OF PROPOSED PROJECT-RELATED WORK Architect with day to day responsibility for successful completion of schematics through construction close-out.

EDUCATIONAL AND PROFESSIONAL EXPERIENCE WHICH IS APPLICABLE TO THIS PROJECT

Bachelor of Architecture with Honors University of Idaho. 1985

Massachusetts Registration No 8182

Ten years experience with public sector work including library design work in West Roxbury, Revere, Attleboro, Natick, Berkley. Hamilton-Wenham and Millbury, among others.

MUNICIPALITY Millbury

PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

The sole awarding legal authority for this project will be:
(Check one)

__X__ Board of Library Trustees
Name and Address of Chairperson

Carol Burke

4 Brenda Dr

Millbury, MA 01527

_____ Local Building Committee
Name, Title and Address of Chairperson

_____ Other (Please specify)

Person legally authorized to receive and safeguard Massachusetts Public Library Construction Program funds locally:

Name and Title David W Cofske, Treasurer

Address P.O. Box 267, Millbury, MA 01527

Phone (508)865 8040

Person legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program funds:

Name and Title Roger Picard, Auditor

Address P.o Box 267, Millbury, MA 01527

Phone (508) 865 9132

MUNICIPALITY Millbury

PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION (cont.)

Name and address of institution where Massachusetts Public Library Construction Program funds will be deposited:

Name Boston Safe Deposit and Trust Company

Address P O Box 2145, Boston, MA 02106

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Roger Picard, Town Auditor

Official documents to verify information shown in official accounts will be on file at:

Name of Agency Brown and Barrett

Address 25 Cemetery St., Mendon, MA 01756

MUNICIPALITY Millbury

ASSURANCES OF COMPLIANCE

Applicants shall agree in writing to the following assurances which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations. They are:

(1) An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years and that the completed facility will continue to be used as a free public library for those 20 years. Prior approval from the Board shall be obtained if there is any change in proportional use, or if the building is sold or reused for a non-public library function.

(2) An assurance that the applicant shall make all good and full faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and B. Should the library fail to be certified by the Board to receive State Aid during the period in which the Grant Agreement is in effect, the Agreement shall be null and void.

(3) An assurance that when construction is complete, the applicant shall make all good and full faith efforts to insure that sufficient funds will be available for the effective operation and maintenance of the facility, in accordance with applicable federal, state and local requirements and standards.

(4) An assurance that a sign will be displayed on the construction site and a plaque will be placed in the completed building stating that State funds administered by the Massachusetts Board of Library Commissioners have been or are being used for construction.

(5) An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.

(6) An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.

(7) An assurance that if required, precontract and preconstruction conferences will be held with representative(s) from the Board.

(8) An assurance that the designer(s) of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.

(9) An assurance that all design, construction, construction contracts and sub-contracts shall be in conformity with all applicable provisions of state and local law, rules and regulations including but not limited to M.G.L., c. 143, St. 1972, c. 802, St. 1984, c. 348 and 780 CMR. All construction contracts shall be bid under M.G.L. c. 149, § 44A or M.G.L. c. 30, § 39M.

(10) An assurance that the applicant shall be in compliance with the provisions of the Governor's Code of Fair Practices, Executive Order 227, and M.G.L. c. 151B as amended, the applicant shall not discriminate in employment because of race, color, religion, national origin, ancestry, age, sex, or handicap.

(11) An assurance that all construction contracts shall be in conformity with applicable law and regulations related to minority hiring. Every state assisted contract for an approved public library project including sub-contracts shall include the Commonwealth's Supplemental Equal Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract.

(12) An assurance that the applicant shall comply with Executive Order 237 which includes provisions for a 10% set aside for minority and women's business.

(13) An assurance that the applicant shall not discriminate in any manner because of race, color, religion, creed, national origin, ancestry, age, sex or handicap.

(14) An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.

(15) An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.

(16) An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.

(17) An assurance that the applicant shall assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H and its correlate regulations.

(18) An assurance that the building will be designed according to the rules and regulations, 521 CMR, of the Massachusetts Architectural Access Board.

(19) An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during the design development design stage in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976 c. 433.

(20) An assurance that the applicant shall pay maximum attention to the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective and staff efficient manner considering the type of project and structure.

(21) An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.

(22) An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance.

(23) An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C, as amended 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of any project. This shall include a review for the proposed physically handicapped access plan's compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.

(24) An assurance that prior approval from the Board will be obtained for significant budget, program or plan changes and revisions including deduct change orders. Change orders of an emergency nature shall be excluded.

(25) An assurance that the applicant will provide adequate architectural supervision during the term of the project.

(26) An assurance that designated Agency staff shall be provided reasonable access to the project and site considering site conditions and with appropriate notification.

(27) An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first twenty-five percent of local matching funds.

(28) An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-allowable shares of project costs.

(29) An assurance that the Board shall not be held responsible for meeting any increased costs or to increase the amount of the grant award beyond the provisional award.

(30) An assurance that the project will be completed as described in the application and approved by the Board. Any significant reductions in the project's program shall require prior approval.

(31) An assurance that the Board, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project, there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project. (As per Executive Order 195 of April 27, 1981.)

(32) An assurance that the applicant shall file required reports and the Board shall be notified when the approved public library project is completed and a certified reporting of expenditures by category, financial sources and other documentation shall be supplied to the Board.

MUNICIPALITY Millbury

CERTIFICATION OF APPLICATION

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application.

Name: [signature]

Title & Board/Committee: CHAIRMAN, MILLBURY BOARD OF SELECTMEN

Name: [signature]

Title & Board/Committee: VICE-CHAIRMAN, MILLBURY BOARD OF SELECTMEN

Name: [signature]

Title & Board/Committee: CLERK, MILLBURY BOARD OF SELECTMEN

Name: [signature]

Title & Board/Committee: MEMBER, MILLBURY BOARD OF SELECTMEN

Name: [signature]

Title & Board/Committee: member, millbury board of selectmen

Name: [signature]

Title & Board/Committee: Treasure, Town of Millbury

MUNICIPALITY Millbury

CERTIFICATION OF APPLICATION

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Name: Michael A. Thayer

Title & Board/Committee: Building Committee Member

Name: Regina A. Bean

Title & Board/Committee: MPL trustee

Name: Carol F. Burke

Title & Board/Committee: Chairperson - MPL Trustee / Board

Name: Elizabeth Thurlow

Title & Board/Committee: MPL Trustee

Name: Karen A. Keaney

Title & Board/Committee: Trustee Millbury Library

Name: Tom Reilly

Title & Board/Committee: Trustee

MUNICIPALITY Millbury

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Name: [illegible]

Title & Board/Committee: Building committee member

Name: S. McCall

Title & Board/Committee: Building Committe Member

Name: Ruth Langlais

Title & Board/Committee: Building Committee Member

Name: Joan A. Hackett

Title & Board/Committee: Chair Building Committee

Name: [illegible]

Title & Board/Committee: Building Committee Member

Name: Debbie Kunsha

Title & Board/Committee: Building Committee Member

MUNICIPALITY Millbury

CERTIFICATION OF APPLICATION

We the undersigned, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application.

Name: Evelyn T. Plante

Title & Board/Committee: Town Collector

Name: Neal E. Devine

Title & Board/Committee: Trustee - MPL

Name: Elizabeth C. Katzen

Title & Board/Committee: MPL Friends' President

Name: David E. Roach

Title & Board/Committee: Superintendent of Schools

Name: _____

Title & Board/Committee: _____

Name: _____

Title & Board/Committee: _____

Torrey

to

Town of Millbury

K N O W A L L M E N B Y T H E S E P R E S E N T S that I, Delia C. Torrey of Millbury in the County of Worcester, and Commonwealth of Massachusetts, in consideration of One Dollar and other valuable consideration paid by the Town of Millbury aforesaid, a municipal corporation, the receipt whereof is hereby acknowledged, do hereby R E M I S E, R E L E A S E, and forever Q U I T C L A I M unto the said Town of Millbury, all my right, title and interest in and unto a certain tract of land, situated at the junction of Elm and Waters Streets in said MILLBURY, for the site of a Town Library Building, bounded and described as follows: Beginning on the easterly line of said Waters Street at its southernmost extremity, thence N. 8° 20' W. by said easterly line 210.28 feet to a point; thence N. 76° 51' E. 164.50 feet to a point by other land of the grantor; thence S. 17° E. 182.30 feet to the northerly line of said Elm Street by other land of the grantor; thence S. 61° 18' W. 159.37 feet by said northerly line of Elm Street to a point; thence by the street line 45 feet to the point of beginning, containing 37,258 square feet. It is hereby agreed and understood that the grantee herein, its successors and assigns shall build and forever maintain a suitable fence or wall on the lines separating the tract hereby conveyed from other land of the grantor herein.

T O H A V E and T O H O L D the granted premises, with all the privileges and appurtenances thereto belonging to the said Town of Millbury and its successors and assigns to their own use and behoof forever for and so long as it shall use the tract herein granted for the purposes of a Town Library. And I do hereby, for myself and my heirs, executors and administrators, covenant with the said grantee and its successors and assigns that the granted premises are free from all incumbrances made or suffered by me, and that I will and my heirs, executors, and administrators shall W A R R A N T and D E F E N D the same to the said grantee and its successors and assigns forever against the lawful claims and demands of all persons claiming by, through, or under me but against none other.

I N W I T N E S S W H E R E O F I the said Delia C. Torrey, unmarried, hereunto set my hand and seal this third day of May in the year one thousand nine hundred and fifteen.

Delia C. Torrey (seal)

Commonwealth of Massachusetts.

Worcester ss. May 3, 1915. Then personally appeared the above named Delia C. Torrey and acknowledged the foregoing instrument to be her free act and deed, before me-

H. W. Aiken, Justice of the Peace.

Rec'd May 5, 1915 at 2h. 19m. P. M. Ent'd & Ex'd.

* * * * * * * * * * *

MILLBURY
JUNE 1991
SCALE 1 Inch = 100 feet
44 45 46
52 53 54
61 62 63
Catholic Church 1.7 AC and elementary school
Parking
Downtown business block
Public Housing
Fire House
Library
Historical mansion 212 1.38 AC
Municipal office bldg + police station
School And YA youth center
Post Office
Bank
Parking
STREET
WATER
RIVER
GROVE
SCHOOL
ELM
SOUTH
MAPLE
MAIN
WEST
RAILROAD
NYNH & H
SYCAMORE
73 1.7 AC
74 8600
75 11400
76 1.0 AC
77 1.0 AC
78 22680
79 14877
80 11755
81 1.24 AC
82 7734
83 7153
84 9959
85 19800
86 4780
87 6314
88 4784
89 9000
90 12000
91 4662
68 5615
69 8311
70 12852
71 13765
72 12450
49
50 11700
51 11500
41 8909
42 7734
43 9385
44 15440
11 6031
12 31608
31 21450
30 21480
29 12201
13 18870
221 8904
25 13127
26 5355
24 13950
28 7854
27
14 7000
15 7075
16 27800
23 16900
17 19800
18 7600
19 9240
20 7500
21 6000
22 1.5 AC
4 7293
5
6 9000
3 1.0 AC
214 1.16 AC
213 4.5 AC
215 16200
216 13884C
216A
198 1.12 AC
199 14294
201 40953
202
203 14599
204
205
206 19186
207 8000
208 7200
209 17500
210 14100
211 20500
222 12814
129 16200
130
131 10274
132 6271
133
134 9538
135
136 23850
137 22296
154 4650
155 5000
156 6000
158 26775
159
160 11000
161 8000
162 34000
163 32500
164 32000
165 4800
166 10777
167 1.1 A
168 23800
169 19800
170 28000
171 26500
172 19774
179 1.0 A
180 13800
188 13500
189
190 11635
191 8440
192 20171
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217 24513
218 13961
87

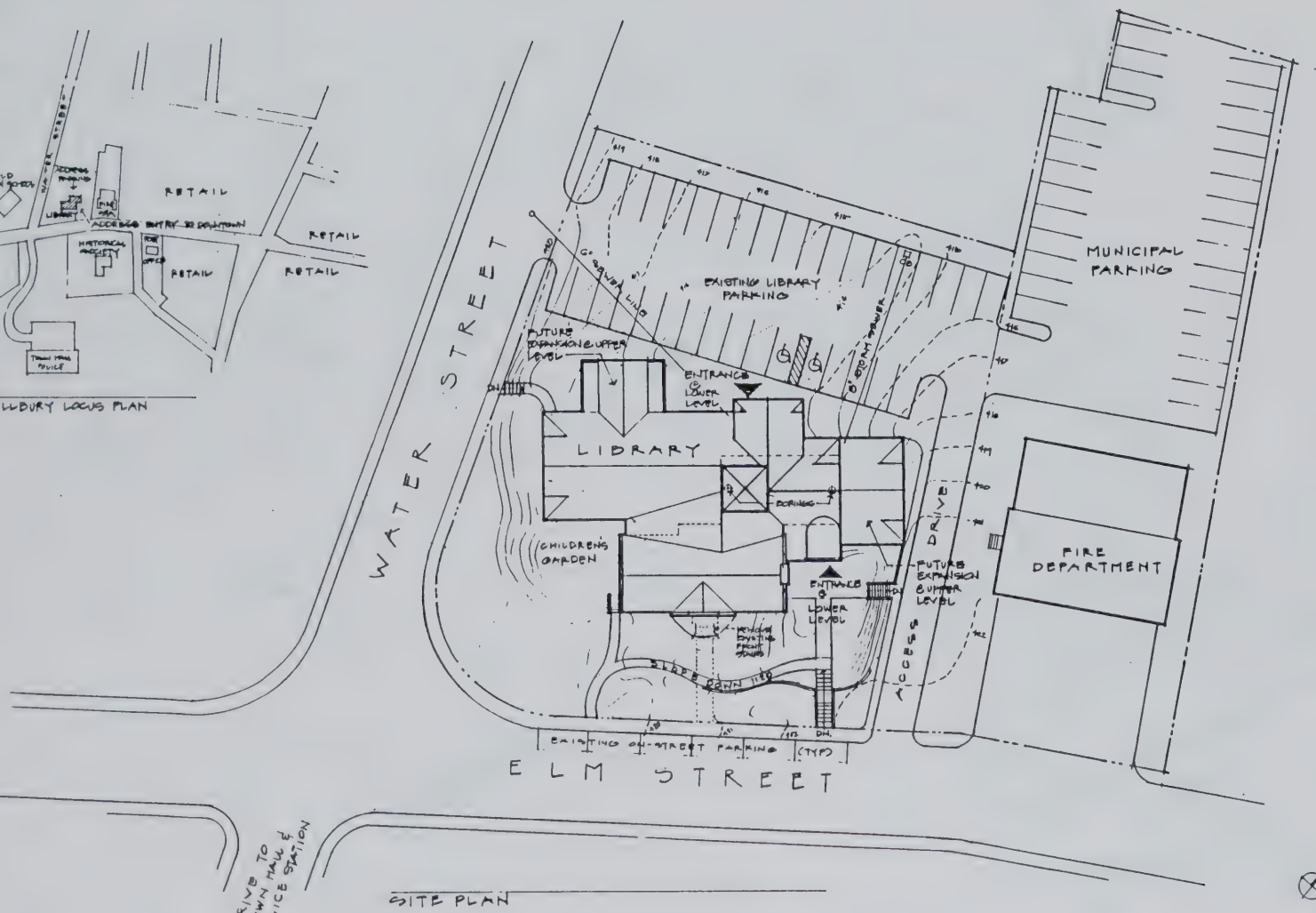
Directions to Millbury Public Library

From Mass Pike:

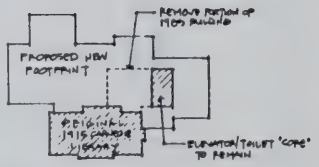
-take Millbury/Grafton Exit
-take left off exit ramp
-continue straight about 1/2 mile
-follow to sign for Rt. 20 west
-continue straight about 3 miles
-follow sign for Rt. 146 Providence take 146 South
-continue straight to West Millbury/West Main St. exit about 2 miles
-take left off exit
-continue straight over bridge
-take left onto Water Street (Library is small brick bldg. on corner)
-take right into first parking lot
this is the Library's parking lot
-entrance to Library is off parking lot

Welcome to the Millbury Public Library (508)865 1181

DOWNTOWN MILLBURY LOCUS PLAN



SITE PLAN



KEY PLAN

NORTH

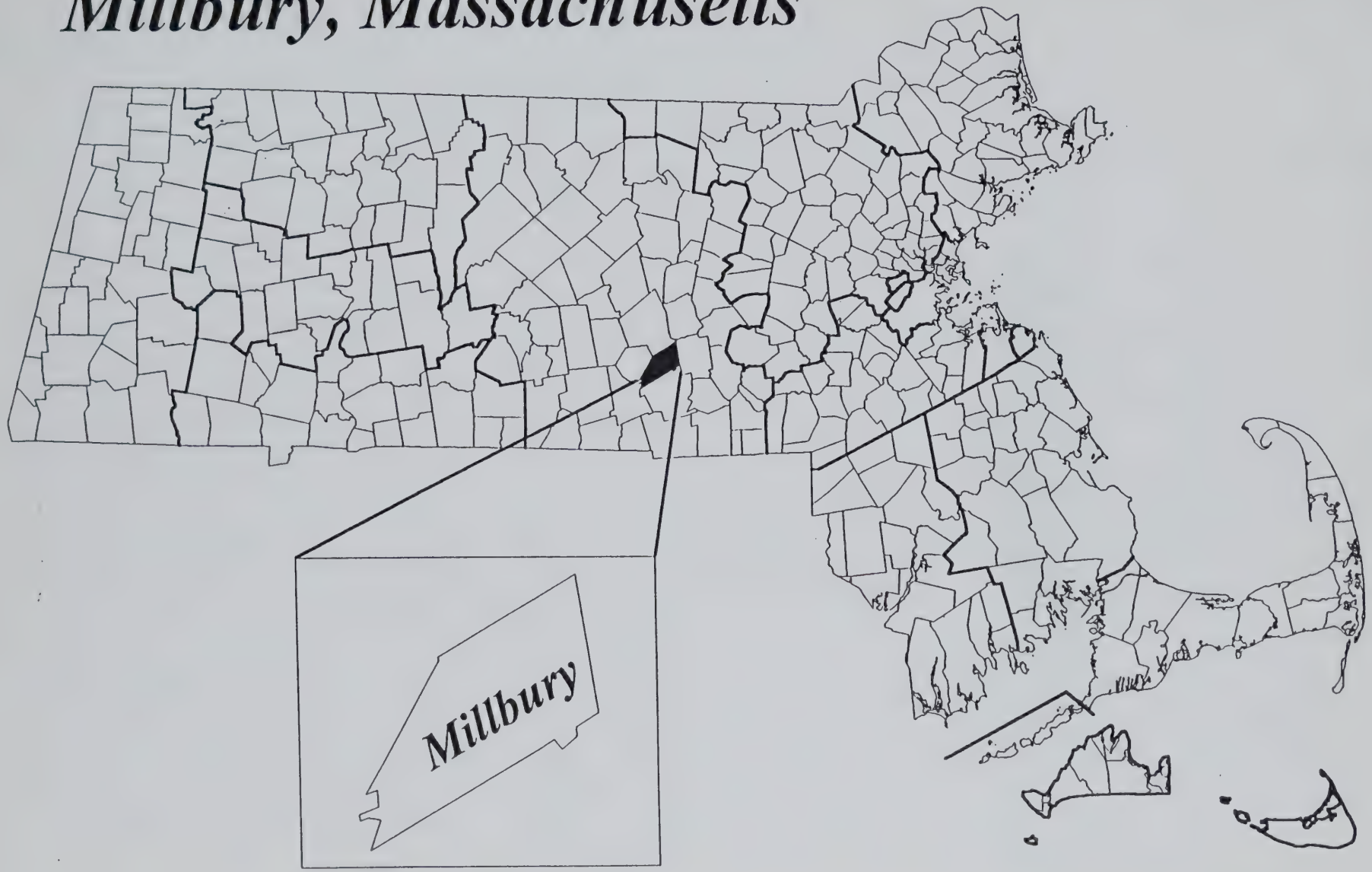
0 5 10 20 30 40 70 FEET

ADDITIONS & RENOVATIONS TO THE MILLBURY PUBLIC LIBRARY

MILLBURY, MASSACHUSETTS

STREKALOVSKY & HOIT INC., ARCHITECTS HINGHAM, MASSACHUSETTS

Millbury, Massachusetts



MILLBURY PUBLIC LIBRARY
BUILDING PROGRAM
1995

HISTORY AND DESCRIPTION OF THE MILLBURY PUBLIC LIBRARY

The Millbury Public Library was established in 1869. During its first thirty-five years, it was housed in several locations. In 1915, with funding from Andrew Carnegie endowment and land donated by a local philanthropist, the Town of Millbury built a single purpose, 4,400 square foot library building. This building essentially remained unchanged until 1983 when a 2,400 square foot addition/renovation project was completed.

At the 1979 town meeting the library sought approval for funding for a 8,800 square foot renovation/addition project. However, the national/state economic climate and a major capital outlay project influenced a lack of support for the project at that time. After the 1979 town meeting, town official encouraged the Trustees to reevaluate the project. As a result, it was broken down into two phases. The first phase responded to the immediate needs of : 1) handicapped accessibility; 2) providing public rest rooms; 3) creating small multipurpose room; 4) creating a separate children's services area, and 5) alleviating some overcrowding for the collection. Funding for the above was approved at the 1981 town meeting and construction begun in 1983.

At that time, the Trustees planned to seek approval for the second phase of the project, a 6,200 square foot addition, at a later date. This larger addition would provide for expanded collection and patron services space, larger multipurpose room, adequate circulation and technical services workroom, a staff lounge and sufficient storage space.

Since the completion of the first phase of this project, measures have been taken to maximize the use of existing space and manage it more effectively. These measures include: rearranging furniture and shelving; adding shelving; redefining spaces; placing security cameras and mirrors in "blind spots"; installing a book theft detection system; carving out space within the building for storage and using off site storage in other municipal buildings. In 1993 a storage shed was erected on library property to

accommodate maintenance equipment and some general library supplies and equipment. Some items that had been previously stored off site were returned for storage in the shed. Despite these measures, the need for space continues to be crucial to meeting and improving the growing library and informational needs of the Millbury community.

Today, in 1995, there is a continuing need for space for expanded and new collections and services, new information technology and resources, increased security and safety for both staff and patrons and improved accessibility. Below is a description of the major limitations that have had serious effects on the library's ability to serve the community.

Patron services

Children's. Services to children through grade six are provided in the children's room located in the unairconditioned basement of the 1915 portion of the building. The area suffers from typical basement conditions: lack of natural light, cold and damp in the winter; hot and damp in the summer, and always a basement feel and smell.

The children's room is the heart of the MPL. It averages almost fifty percent of the library's circulation and better than fifty percent of the total programs offered and overall attendance. Public demand is at its heaviest after school, during the summer, and during the more than seventy six mornings and evenings when story hours are held.

The children's room can not accommodate separate space for children at different developmental stages. Toddlers, preschoolers and older kids all do their "thing" in one common space.

Children do not have a separate programming/activities room. Instead children's programs vie for the use of the multipurpose room.

The children's room has its own separate circulation desk. While it is the right height for children, it is small and in a cramped and congested space. The desk also serves as the reference desk. Being used as both a reference and circulation desk, it lacks privacy

for patrons requesting information. However, lack of space prohibits a separate reference service desk.

The area surrounding the circulation desk is insufficient for patrons and staff. The desk and the wall on either side forms a 27" x 6' aisle. It is typically clogged with people: parents with kids in strollers and toddlers and preschoolers in tow; older children with back packs and their gear, and everyone with arms full of books coming and going, waiting for service, checking in or out, and receiving reference help.

Young Adults. Young adults do not have an area of their own. They do have a separate collection, but it is behind patron seating where access can be difficult if people are sitting in these seats.

Reference. There is insufficient room for a reference desk in the reference area so reference services are provided from the circulation desk. However, the circulation desk lacks privacy for adults and young adults asking or receiving information. The reference area itself is visually cut off from the circulation desk, making it difficult to observe if someone may need help.

Future Growth. Because of physical constraints throughout the building, the library can not expand its collections, services or assume new service roles to fill future community needs. It can not accommodate new information technologies that require more space and more wiring or outlets for computer workstations, laptops and other types of new technologies.

<u>Community Activities Center</u>

The library's small multipurpose room functions as a place for: children's story hour and activity room, community meeting and activities room, a room to hold library programs, plus board, staff and Friends meetings, and staff lunch room and lounge.

The multipurpose room is adequate only for programs with audiences of up to twenty five and meetings of approximately twelve participants using a conference size

table. The room is unavailable to the community since it can not be closed off from of the rest of the library after regular hours.

Programs and meetings involving more than twenty five participants are held in the children's room. As a result, children's wooden reading tables are removed to the lobby and chairs are placed in the book stack aisles to accommodate row seating in the center of the room. This arrangement restricts the public's use of the children's room collections and services and creates barriers in the lobby. This situation occurs on an average of once or twice a month throughout the year.

Accessibility to facility and services

The 1983 addition provided for a handicapped accessible entrance from the lower level off the parking lot, handicapped accessible rest rooms, and an elevator. However, a 1994 ADA self-study documented conditions that still exist and that creates barriers to accessibility.

Today, overcrowded conditions created by the lack of open space and an inflexible floor plan has lead to an arrangement of patron seating, shelving and equipment that forms barriers and obstacles limiting accessibility to services and collections. In many cases, stack areas that are accessible do not have adequate wheelchair turnaround space or lead to dead ends. Limited service is available at the main circulation desk because the desk can not be adapted or added on to create a low countertop section.

The circulation/technical services work area is inaccessible to the physically challenged because of its 27" entry way formed by walls on either side. Even if a physically challenged employee or volunteer could enter this space, it is overcrowded and not fit for easy maneuvering.

Even though several measures have been taken to improve accessibility, the elimination of many of the barriers and obstacles to accessibility have proven too costly both in terms of general service and financially.

Stacks

Shelving units and shelves are filled to capacity. Overcrowding demands frequent shifting of materials. For every new item added to the collection at least one must be withdrawn. . Currently, library stack area accommodates 29,336 items or 7,000 more volumes than it is designed to hold. Today, guidelines call for Millbury, population 12,000, to stock its public library with 42,000 volumes in a minimum of 4,200 square feet of stack area. The library's collection falls short by 13,700 volumes and 2,000 square feet of shelving space.

Patron and staff security and comfort

Space limitations present significant problems in control and supervision. The 1983 addition created an entrance, rooms and alcoves that can not be supervised for service or security from service points. The lack of open floor space prohibits the placing a information or service desk in or around this area. In an effort to compensate for difficulties in supervising these hidden areas within the library, security cameras/monitors and mirrors were installed. However, monitors do not cover all hidden areas and the ability of staff to watch monitors to prevent problems proved impractical. If anything the monitor takes up precious space in the staff workroom.

The lobby entrance off the library's parking lot is where most people enter the building. The elevator, restrooms and multi-purpose room are off this lobby. This entrance and lobby are remote from the rest of the library and visually cut off from service areas.

The library has two entrances/exits, one on each level. In 1985 an effort was made to close off the library's front entrance, but public pressure forced its reopening. With two entrances/exits and library operations on separate floors, each are cut off from the other, there are constant staffing problems and problems with control, safety and security for patron, staff and materials..

An anti-book theft system (Checkpoint) was installed to curtail the theft of library materials. "Gates" are positioned at both entrances. At the remote rear entrance, the

system has limited effectiveness at best. At front entrance, the security "gate", located in narrow pathway to the stacks area, does not have sufficient clearance to avoid people setting off the alarm when passing by too closely.

Library staff does not have its own staff lunchroom. Staff must use the multipurpose room for breaks and to eat lunch. They vie for use of the multipurpose room with the community, children's programs and meetings. Since most staff members do not have sufficient or separate work areas, they use patrons seats to eat lunch, when they can not use the multipurpose room.

Seating

Originally, the library's young adult (YA) and reference areas were located in the first floor of the addition and visually cut off from staff supervision. Several serious disruptive behavior problems in the young adult and reference areas resulted in police intervention and by 1992 problems escalated to the point of making it necessary to eliminate the unsupervisable young adult area and removing most of the seating in the reference area. Seating in the young adult and reference areas along with the young adult collection were relocated into the original 1915 which displaced other elements of the collection into the 1983 addition. Two study carrels where eliminated. One study carrel was turned into a computer work station and the other placed into storage.

While the potential for further problems in these hidden spots was curtailed by forcing young patrons under the watchful eye of staff, it has created a perception that the library is an unfriendly place towards teens. It should be noted that there is now only two quiet study seats for the public to use and the problems of monitoring activities in these hidden areas still exists.

Staff and administrative work areas

The circulation and technical service work room is combined and located in a 15'x14' area. It is separated from the public space by a four foot wall. Most deliveries are received in this area. This space accommodates staff performing the duties of receiving, cataloging,

and processing new materials, processing interlibrary loan, sending out overdue notices, maintaining circulation files, faxing, answering the phone, and sorting mail. The area is crammed with two computer work stations, three book carts, one double face 90" and one 66" single face shelving units, and various supplies and small pieces of equipment. There is not enough space in the work room for staff members to do their work, and as a result they move into patron seats.

The children's room lacks a work room. Children's room staff does most of their work at patron seating. The children's librarian has her own office that is the equivalent of a large closet with a desk and bookcase.

All of the library's volunteers use patron seats for work space.

The director shares a small overcrowded office with a part time staff member. The lack of privacy and frequent interruptions makes it difficult to deal with sensitive issues and to complete administrative and supervisory tasks efficiently and effectively. In search of quiet space to work in, the director uses the multipurpose room or works at home.

Storage

When the basement of the original 1915 structure was converted into a children's room, the library lost ninety percent of its storage. Additional storage has been carved out of niches through out the library including above and below stairways, the mechanical room, the boiler room, and public restrooms. The boiler room, off the children's room, is overcrowded with furniture, tools, paper goods, and some cleaning supplies. The bathroom is storage for miscellaneous pieces of furniture and books for the Friends book sales. The closet size mechanical room is subject to flooding and located across from the children's circulation desk. It is storage for all the library's AV equipment such as VCR, television, portable sound amplification equipment, and 16mm projectors.

Tables and chairs used for children's programs and activities are stored in the lobby and in open view and reach of the public. Barriers to the elevator and restrooms are

often created when the lobby is used a holding place at times when the multipurpose room and/or children's room are being used for programming.

1995 building program

This 1995 Building Program addresses the need for additional space to provide current and future library and information services to the Millbury community. It is the second phase of the project that was started with the 1983 addition/renovation. However, it should be noted, that this 1995 program is original and not a rewrite of the former building program. The feasibility study and schematic drawings will be original not updates or revisions and based on this 1995 Building Program.

MPL today

Today, the library's collection numbers 30,000 print and nonprint items. Since the completion of the 1983 building project, use of the library has dramatically increased. In 1981 the annual circulation was 38,000. By 1993 it nearly doubled and currently averages 70,000 annually.

The latest MPL annual report shows that people visited the library approximately 70,500 time and there were 8,363 registered card holders. People seeking information asked approximately six thousand reference questions either by phone or in person. Eighteen hundred people of all ages attended the library's two hundred and six programs and events. The library's meeting room was used thirty nine times by outside groups.

The library is governed by an elected board of six members with a full time director managing day-to-day operations. Staff members consists of the children's librarian, four library assistance, two pages, a general clerk and custodian. The library staff averages out to 6 full time equivalents. Additionally, one part time library assistant is paid from a federally funded elderly work program. In FY94 the library's program of service was enhanced by a team of thirty five volunteer members who worked on a wide range of projects.

From 1981 library experienced a steady growth in its budget until the early 1990's when the Massachusetts economy weakened. As a result municipal appropriation for the library and other town departments eroded. Except for education, cuts were equitable and across the board for all municipal departments. During FY95 the library's budget was level funded and a 4% increase has been approved for FY96.

Endowment and Friends

In 1992 the library established The Millbury Public Library Fund and managed by the Greater Worcester Community Foundation. The Fund's purpose is to encourage private and corporate donations to the library for developing, enhancing and supplementing its collection, services and facility. The library also has the support of the Friends of the Millbury Public Library, a grassroots community support group. The Friends hold several fund raising activities throughout the year to provide many of the extras for library programs and services.

DESCRIPTION OF MILLBURY COMMUNITY

The town of Millbury encompasses 16.25 square miles and is located 43 miles west of Boston and eight miles east of Worcester. Millbury has a population of 12,000. Adults ages 15 to 45 make up the largest population group, 46%, with the 45-64 year olds the next largest, 21% The elderly, age 65 and over, school age children, and preschoolers make up 14%,11% and 6.4% of the population respectively.

Millbury, formerly a part of the neighboring town of Sutton, was established in 1813. It was an agricultural community but as the nineteenth century progressed it quickly grew into an industrial one. Industries included metal working, tanning and shoemaking, textiles and dairying. In the last sixty years Millbury has evolved into a suburban community of nearby Worcester and the Boston/Metro West areas.

Millbury is a homogeneous community. Whites make up 98% if the population. Asian Americans make up the next largest population group or 1% Sixty one percent of households are of married couples. The next highest is non-family households at 27% followed by female head of households at 10% The median income distribution per household is $37,438 with Millbury ranking 208 in the state. Per capita income is $15,474 and ranked 221.

The three major areas of employment for Millbury are: 1) manufacturing; 2) wholesale and retail and 3) government. The largest employers are: Goretti's Supermarkets, Polyclad Laminates, United Counties Industries Cooperation, Wheelabrator, Millbury and New England Newspaper Supply. While these are the largest employers, these companies do not necessarily employ the largest number of their work force from Millbury.

Sixty seven percent of the housing in Millbury is single unit structures. Twenty four percent of the housing consists of 2-4 unit structures. The median value of owner

occupied single family houses is $134,600 according to 1990 census figures. The median sale price for a house in Millbury in 1992 was $114,000.

Millbury's public school system is made up of grammar, middle and high school. Children from Millbury also attend regional Blackstone Valley Vocational/Technical School. Ninety-two percent of Millbury's school age children attend public school. Millbury also has a private Catholic grammar school, enrollment includes Millbury children and children from surrounding areas. The average public school per pupil expenditure in FY91/92 was $4,477 compared to the average of $5,034 state wide. Approximately 14.4% of Millbury's population has a bachelor's degree or higher.

Millbury is the first town on the westerly side of the Blackstone Valley from Worcester. With its close proximity to Worcester and easy Massachusetts Turnpike on/off exit ramps, and the major thoroughfares of Route 20 and Route 146 that cross through it, the town plays an important role in the development of the larger Blackstone Valley. The Blackstone Valley area, for decades was an economically depressed and underdeveloped area but in the past decade it has been targeted for receiving assistance to encourage economic development.

The state has made a firm commitment to future development of the Valley by approving funds for a massive roadway project, the second largest in the state. The project will create another Turnpike exit within the town to provide increased access to both the Blackstone Valley and Worcester. In addition, improvements are slated for Route 20 and Route 146 that run through Millbury. Land has already been taken by eminent domain to make way for this project. Work is scheduled to begin in this year.

Millbury is the site of a future MBTA commuter rail station at the existing Grafton/Millbury Massachusetts Turnpike exit. At this time it is likely that this project is scheduled for completion in 1997.

Negotiations are underway for a major mall complex to be built on Rt. 146 in Millbury, approximately one mile away from the library. This mall is a statement of the

confidence by the outside business community in the potential for economic growth in the Blackstone Valley/Worcester area. For the town of Millbury, it means a significant addition to the tax base. In addition to the mall complex, there is a proposal for a hotel/motel complex being considered.

In 1995 new state land use regulations were passed that made land in Millbury previously considered unsuitable for building into land ripe for development. At the same time there are sewer lines being extended to sewer more homes in town. Population projections show a marked surge in population in the years to come.

The MISER population projection for the town of Millbury in 2010 is 13,025. This figure does not take into account the factors described above that will increase Millbury population in the future. Population projections on the local level are 16,000 by the year 2015.

MILLBURY PUBLIC LIBRARY MISSION STATEMENT

The Millbury Public Library is a popular materials library providing a collection of materials and services catering to the popular reading , viewing and listening interests of the community. It is an independent learning center, providing an up-to-date collection of nonfiction materials and information services. It is a student service supporting the formal educational needs of Millbury students with special focus on the information needs of student through grade twelve. The board of trustees, director and staff subscribe to the concept of freedom of information and the spirit of cooperation with the Central Massachusetts Regional Library System and other institutions in making these library services available to the Millbury Community.

LIBRARY GOALS AND OBJECTIVES

GOAL. Expand the library's facility to meet the library and information needs of the Millbury community for the next twenty years

OBJECTIVE 1. To be an information center where facilities meet the needs of individuals, small businesses, community groups and organizations, students, and local government

OBJECTIVE 2. To incorporate up-to-date library technologies in providing information services to patrons and in carrying out routine and administrative library operations

OBJECTIVE 3. To be accessible to the handicapped

OBJECTIVE 4. To offer sufficient community programming, meeting room and art exhibit space

OBJECTIVE 5. To have adequate and safe work space to carry out library operations including working space for staff and administration, storage space, and janitorial/maintenance staff operations

OBJECTIVE 6. To provide opportunities for future generations to expand facility in twenty or more years.

AREA DESIGNATION: Lobby **Sq. Ft: 1,210**

FUNCTIONAL ACTIVITY: Serves as the entrance/exit to the library providing space for directional assistance with signs directing users to points within the library and the distribution of literature of community interest.

FURNITURE/EQUIPMENT/SHELVING:
-36x48 community bulletin board
-Wall mounted 39"x39"rack for pamphlet literature
-Library sign and directory and hours affixed to the wall 21"Hx27"W
-Built in outdoor return box that can be used after hours and equipped with fire alarm/protection equipment with a 11"Hx17"W opening for installation
-Free standing locked glass display case 38"Wx72"HX18"D
-Table 30Dx50W to hold tax forms, financial aid application forms, petitions, nominating papers, etc.
-2 dedication plaques
-Public phone
-Public water fountain
-Automatic sliding double doors large enough to allow easy entrance/exit to people carrying large heavy items and armloads of books, wheeling baby carriages with toddlers in tow, navigating wheelchairs, etc.

ENVIRONMENTAL/ARCHITECTURAL REQUIREMENTS:
-Provides good impression by being welcoming but business like
-Well lit
-Floor covering suitable for heavy and wet foot traffic
-Protects interior from cold and heat
-Visible from main circulation desk
-Accessible to programming room and can close off the rest of building so programming room can be entered and exited after library hours

OCCUPANCY:
Public: 1-5
Staff: 1 staff member maintaining materials and displays

PROXIMITIES:
Near: -near circulation desk
-near parking lot

AREA DESIGNATION: Circulation Desk **Sq. Ft.: 450**

FUNCTIONAL ACTIVITY: Main service point where public and staff engage in routine transactions relating to the circulation of library materials to users. These transactions include: checking in/out items and reserving materials; issuing library cards; answering directional and various policy questions, and in the absence of a reference or children's librarians answering ready reference questions. While these transactions involve staff providing patron service, the future will move towards this area being a self service area with staff available to assist patrons when problems occur. In most cases, this area is the first and last point of contact for patrons.

FURNITURE/EQUIPMENT/SHELVING:

-Circulation desk to accommodate a minimum of three people

Some specifications:

-modular, flexible work surface
-facilitates self-service
-accommodations for three computers/printers/lazers/receipt printers: two at 39" high and one at 32" high
-counter space 2 1/2" deep
-underneath storage
-four drawers to hold 3x5 cards
-lockable change drawer
-2 drawers for supplies in use
-book return unit
-movable, depressible book return box fitting into book return unit
-wiring for telephones, computer/printers/lazers and other small electronic equipment
-sufficient outlets
-18 shelves for approx. 550 items waiting to be shelved and reserve books, special collections, etc.

-2 adjustable chairs for counter heights
-2 double sided/three shelf book trucks
-Wall clock within site
-Telephones and TDD machine
-3 computers workstations with slip printers & lazer checkin/out devices for circulation transactions
-Various types of forms and supplies i.e. date due cards, 8 1/2x11 forms and fliers, pens, pencils, paperclips, scotch tape, stapler, bookmarks, audiocassette bags, brochures, coins for making change and paying fines, file folders, etc.

ENVIRONMENTAL/ARCHITECTURAL FEATURES:

-Welcoming
-Organized and business like
-Ample space behind desk for movement and storage

-Acoustic treatment
-Task lighting
-Space surrounding desk for efficient que control
-Centrally located with good visibility of other parts of library
-Signage
-Accommodation for cabling for computers, phones and small equipment
-Sufficient outlets
-Protection from drafts
-High traffic carpet with consideration for separate color around desk

OCCUPANCY:
Behind Desk
Staff: 1-3
Public: none
In front of Desk
Staff: 0
Public: 6 standing at desk

PROXIMITIES:
Near: -lobby
-children's room
-young adult
-circ/tech services
-popular materials

AREA DESIGNATION: Popular materials **Sq. Ft.: 1,400**

FUNCTIONAL ACTIVITY: This is the first area of the library that patrons walk into as they enter the library through the lobby. It is a convenient and inviting place that shows off and tempts the public to use its services and resouces and to come back again. This is the library's attempt at merchandising its collections, services and facilities. The popular materials encourages people to browse through new and popular acquisitions, both print and nonprint materials (paperback and hardcover books, books-on-tape, CD's, audiocassettes, videocasttes), that are attractively displayed. The public can also find recent magazines and newspapers in this area. The walls are furnished with museum quality picture hanging molding for art displays that patrons can view. In addition to finding materials, patrons can sit in comfortable chairs to read here. Ideally, patrons pass through popular materials as they walk up to or away from the main circulation desk. Patron Access Catalogs (PACs) and computerized periodical indexes are located on the edge of this area. It contains approximately 15% of the library's adult collection.

FURNISHINGS/EQUIPMENT/SHELVING
-6 lounge chairs
-4 reading tables 60" round and 12 chairs
-Wheelchair accessible reading table 60"Dia.x32"H and 2 wheelchair chairs

-140 shelves using a combination of 42"H and 62"H double faced shelving units to include some zigzag inserts for face out display and canopy tops for hardcover and paperback books (displaying approx. 15% of adult/ya collection or 4,761 titles)
-Multimedia shelving for music cassettes and CD's with eight shelves 62"Hx30"Wx10"D
-4 Patron Access Computers (PACs)
-2 Printers
-4 PAC workstations: two at sitting at 32"Hx60Wx30D" and two standing at 39"Hx60Wx30D with room for people to take notes and place to keep scrape paper handy for note taking
-Chair for 32"H PAC workstation (Note: one workstation without chair for wheelchair users)
-Bookstore like display units i.e. slat-wall end panels or wall units
-Signage to enhance self service design
-Wall space for art exhibit
-Newspaper rack for six dailies and four weeklies
-58 periodical shelves with 14"D sloping hinged shelf that pivots upwards to expose 12"D flat shelves with the capacity to hold one year backfile underneath slanted shelves (accommodating approx 176 titles)
-approximately 36 linear feet of museum quality picture hanging molding
-Clock visible from this area

ENVIRONMENT/ARCHITECTURAL FEATURES:
-Bookstore atmosphere
-Easy-to-find arrangement of materials to enhance browsing
-Lighting to highlight materials
-Task lighting for reading and PAC areas
-Colors that do not compete with materials on display
-Open spaces for movable, temporary displays and exhibits
-Designed for browsing and to increase circulation
-Uncluttered look
-Space carved out of this area with low or varied sized book stacks for quite, lounge chair reading of books and periodicals, browsing and using online resources
-High traffic carpeting
-Sufficient wiring and cabling for computers and other types of specialized equipment
-Sufficient outlets for cleaning and maintenance
-Floor loading capacity 150 lbs per sq. ft.
-Immediate access from lobby
-Visible to circulation desk but desk should create a barrier to the area
-Visible from children's room

OCCUPANCY
Public: 8-16
Staff: 1-2 assist patrons in finding materials or using online resources

PROXIMITIES:
Near: -circulation desk

-lobby
-bookstacks
-reference

AREA DESIGNATION: Bookstacks & Periodical Storage Sq. Ft. : 2,000

FUNCTIONAL ACTIVITY: Adults and young adults seeking more hardcover and tradepaper back titles in fiction and nonfiction. They also find smaller collections such as large print books, adult basic education materials and fiction genres. Back issues of newspapers and magazines are shelved here.

FURNISHING/EQUIPMENT/SHELVING
-950 shelves shelved in 90"H double faced shelving units (28,500 titles)
-176 periodical titles shelved in 90"H double faced shelving united
-Step stools for every other aisle
-Signage and book locators at end of each aisle

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Lighting for high and low shelves at right angles to stacks
-Stack arrangement must:
-be sequential and continuous numerically or alphabetically making it easy for users to find materials without assistance
-preferably running perpendicular to short end
-aisles a maximum of six sections long
-top bracing on shelving units structurally attached to building
-allow for maximum supervision with limited number of staff; staff and patron security and safety are important here
-Without nooks and crannies that can not be supervised
-No steps up or down
-Floor load capacity of 150 lbs per sq ft
-Window size and/or configuration that allows limited direct sunlight and deters theft of materials by throwing them through windows
-11' ceilings to allow for air circulation, sprinklers and book stacks height
-Sufficient outlets for maintanence and cleaning

OCCUPANCY
Public: 1-40
Staff: 1-2

PROXIMITIES:
Near -Online resources located in popular materials area
-Reference

AREA DESIGNATION: Reference **Sq. Ft. : 1,500**

FUNCTIONAL ACTIVITY: Adults and young use this area to seek out information for serious research, completing homework assignments and quiet study. This area houses the library's noncirculating collection of materials made up of encyclopedias, dictionaries, indexes, atlases, directories, etc. Public receives help in finding and using resources and answers to specific questions. Telephone reference questions are handled in this area. Accommodates patrons quiet study and independent work using library and personal resources i.e. calculators or laptop computers. Photocopier and sorting table are available here and located nearest PAC terminals.

FURNISHINGS/EQUIPMENT/SHELVING:

-Information desk

Some specifications and items it will accommodate:

-modular design with flexible work surface
-knee space
-accommodate wiring for phone, a computer and other small specialized pieces of equipment
-circulation/catalog computer (not patron access)
-telephone and modem
-2 drawer letter size file cabinet
-8 shelves for ready reference materials
-various supplies and forms
-underneath storage
-high traffic area in front of desk consideration for different color carpeting for this area
-Ample space behind desk for movement and storage

-5 drawer letter size file cabinet for vertical file reference information
-72 shelves of 42"H shelving units with canopy tops (1,500 volumes)
-Atlas case 33"Wx25"Dx44"H
-Wheelchair accessible reading table 32Hx6Wx30D and two chairs (Note: other two spaces for wheelchair users)
-2 reading tables for 29Hx36Wx30D four people each and 8 reading table chairs
-3 wired low study carrels with side panels 40"H and 3 chairs
-Wheelchair accessible study carrel with side panels 40"H (desk top 32"H)
-Personal computer and printer for patrons to use for their own computing needs
-Computer work station and chair
-CD-ROM computer
-CD-ROM workstation 32"Hx60"Wx30"D (wheelchair accessible)
-Sufficient electrical outlets for patrons to use their own small equipment in library
-Self-service photocopier on copier stand
-Side table next to copier to organize and collate copies

ENVIRONMENTAL/ARCHITECTURAL FEATURES:

-Lighting to minimize eye fatigue and glare free
-Soothing color scheme
-Stack arrangement must:

-be sequential and continuous numerical order making it easy for users to find materials without assistance
-allow for maximum supervision; issues concerning staff and patron security and safety are important here

-Photocopier and sorting table location within area to minimize noise and distraction

OCCUPANCY
Public: 1-13
Staff: 1-2

PROXIMITIES:
Near: -Online resources in popular materials
-Stacks

AREA DESIGNATION: Children's Room **Sq. Ft. : 3,500**

FUNCTIONAL ACTIVITY: This area is for all children through sixth grade (age 12) and their parents, teachers and daycare providers. It offers a full range of library and information services. Users find: 1) age appropriate materials to meet information and recreational needs; 2) attend storyhours and children's activities and programs, and 3) study and learn. The children's services room must reflect the scale and size of the children at the various stages in their psychological and physical development. Safety, ease of access, and flexibility are key elements to the overall design of this area.

Since the children's/youth services room consists of four areas: 1) preschool/young readers; 2) intermediate and older readers; 3) storyhour/activities and after schhol homework center; and 4). office/staff work. The children's room is furnished with a service desk from which staff provide individual library and information services. It includes seating for adults as well as space for a parenting collection of materials. There is a restroom for children to use. (see restroom area designation) It must be emphasized here that the children's room is an vital part of the whole library.

FURNISHING/SHELVING/EQUIPMENT:
-Preschool/open play-learning area
-52 shelves using 42"units containing 3 shelves per unit with canopy tops 2500 picture books)
-14 shelves using 42"units with canopy tops (600 easy reader books)
-slopping picture reading book tables 26"Hx48"Wx30"D
-2 activity tables 25"Hx48" Dia. and 8 chairs
-6 floor cushions 16"Dia.
-modular storage display cubes of various sizes 58"Hx24"Wx36"D
-2 lounge chair seats for parents
-large wooden toys to learn motor skills and how things work
-large plastic or wooden shapes that can be piled together or pulled apart
-other realia to satisfy creating urges

-Intermediate and older readers area: houses main children's fiction and nonfiction collection and serves as a transitional area between children's and adult areas that provides some space for quiet study

-2 PAC's
-CD-ROM multi-media computer and printer
-computer and printer for personal computing needs
-2 / 26"Hx96"wx43"D to make a six sided four station computer work area and 4 chairs
-4 / 6 tier revolving paperback/video cassette racks 63"Hx27"Dia. (2400 capacity each tier holding items 7 3/8"H)
-240 shelves using 78"H shelving units (7525 children's and parenting books)
-21 shelves using 42"H shelving units with canopy tops (500 reference books)
-2 60"Dia. reading tables and 8 chairs
-60"Diawheelchair accessible reading table and -2 chairs (Note: allowing space for two wheelchair users)
-2 wired study carrels 25"Hx35"Wx24"D and 2 study carrel chairs
Children's Room Service Desk: some specifications
-library service desk *(use current and add a wing to make L shaped)*110"Wx32"Hx28"D and 55"Wx32"Hx28"D and 2 adjustable chair for staff seating
-side chair at service desk for patrons consulting with librarian
-PAC
-telephone for library service desk
-2 book trucks
-2 tables for A/V equipment set up and 2 chairs
-2 / 8mm filmstrip projector(s)
-bookstore like display units
-coat rack for children and space to stow bookbags, napsacks, etc.
-clock
-2 footstools

OCCUPANCY:
Public: 20 or more
Staff and volunteers: 3

-Storyhour/activities-programming
-pull down projection screen
-VCR/TV unit 59"Hx32"Wx24"D
-28"Hx60"x30"D high counter space with sink and storage underneath
-acoustically separated walled in on three sizes with glass windows facing into children's room
-carpeted step-up platform
-4 U-shaped activity tables 99"Wxw25"Hx60"D and 20 children's chairs
-display space for children's art work
-storage for: craft supplies, folding U-shaped tables, and 20 children size stackable chairs

-clock

OCCUPANCY
Children: 20-25
Staff and volunteers 2-4

-Children Librarian's office
-desk 29"Hx58"Wx30"D
-movable computer workstation 30"x30" with hinged shelf 24"x30"
-vertical letter size 4 drawer filing cabinet
-6 shelves for reports, catalogs, handbooks, manuals, and professional literature using 42" shelving units with canopy tops (180 items)
-telephone
-computer and printer
-clock
-adjustable chair
-2 flat topped three shelf book trucks

OCCUPANCY:
Staff: 1
Public: 0

ENVIRONMENTAL/ARCHITECTURAL FEATURE:
Overall:
-friendly, colorful and inviting
-window size and/or configuration allows for limited direct sunlight
-floor load capacity 150lbs
-self-service and self-instructing environment that fosters a freedom of choice
-floor plan arrangement to allow for ease of supervision
-sequential and continuous easy-to-find arrangement of materials
-sound absorbent features
-tough wearing carpeting
-child proof safety features
-accommodations for cabling (including cable TV) and wiring
-each area separate, definable space
-signage consistent with other parts of library
-wall treatment that allows for poster and children's art work displays
Specifics according to area:
Preschool/young reader
-provides a strong first impression as a magical and wonderful place to be and to return to
-open and light
-promote browsing and ease of use
Intermediate
-sufficient electrical outlets for A/V and computer equipment
-buffered area away from preschool activity and noise

-task/nonglare lighting
-lighting at right angles to stacks for low shelving units

Storyhour/Programming-activities
-task/nonglare lighting
-stain-resistant carpeting
-linoleum extending 48" from counter
-controlled lighting that can be brightened or dimmed
-accommodates wiring for local cable access and AV equipment

Children's Librarian Office
-inviting
-business like
-task/nonglare lighting
-soothing colors
-separate but visible from patron services area

PROXIMITIES:
Near: circulation desk
lobby

AREA DESIGNATION: Young adult **Sq. Ft. : 200**

FUNCTIONAL ACTIVITY: Area for young teens grade 7 and up (ages 13-16) to find appropriate recreational and self-development resources. This area is critical to bridging the gap between being a children's room user and adult user of the library. Young adult area encourages teens to continue to value reading, seek information and become life long readers and library users and supports.

FURNISHINGS/EQUIPMENT/SHELVING:
-Kiosk with slatwall display for books and literature 48"Hx24"Wx24"D
-3 periodical shelves with 14"D sloping hinged shelf that pivots upwards to expose 12"D flat shelves with the capacity to hold one year backfile underneath slanted shelves
-36 shelves using 42" and 66" shelving units for with canopy tops for paperback and hardcover titles (1500 items)
-2 circular wire racks 2.5W"x2.5D" for paperbacks (500 items)
-2 lounge chairs
-Reading table and 4 chairs

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Sound absorbent features
-Arrangement that allows for ease of supervision
-Shelving arrangement is used to create a buffer between this and adjacent areas of the library

OCCUPANCY:
Public: 4-8
Staff: 1

PROXIMITIES:
Near: -circulation

AREA DESIGNATION: Circulation & Technical Services
Sq. Ft. : 1,050 (incl. circ. desk)

FUNCTIONAL ACTIVITY: A staff work area that combines functions relating to circulation activities and technical services including some clerical functions. Task related to circulation include:

-processing, receiving and returning interlibrary loan requests
-receiving, setting up and claiming up periodicals
-processing overdue notices
-sorting mail
-receiving postal and commercial deliveries
-regional van pickups and deliveries
-volunteers working on various special projects
-answering phone
-receiving and sending faxes
-maintaining patron records
-running computer reports

This area also accommodates technical services functions. Technical services involves tasks relating to the ordering, delivery, receiving, cataloging and processing (typing call number labels, covering books, pasting pockets and affixing labels and security tags to items, etc.) of materials in the library's collection.

This area provides storage space for supplies relating to tasks and resources (manuals and handbooks) used to carry out day-to-day work. This combined space must be arranged so that work associated to circulation function is convenient to the circulation desk and within unobstructed vision of the circulation desk. This area is where mail & regional deliveries will be received.

FURNISHINGS/EQUIPMENT/SHELVING

Circulation

-2 staff/volunteer single pedestal desks 29"Hx40"Wx20"D and 2 adjustable chairs
-2 staff/volunteer double pedestal desks 29"Hx60"Wx30"D and 2 adjustable chairs
-2 movable computer workstations
-2 computers and printers
-4 book trucks
-6 shelves using 42" shelving units with canopy tops (180 items)
-2/24"x36" bulletin boards (one for union and one for library purposes)
-fax machine

-phone
-accommodations for wiring and cabling
-clock visible to this area
-safe 17"Hx14"Wx10"D

Technical Services
-3 staff/volunteer movable computer workstations
-2 single/volunteer pedestal desks 29"Hx40"Wx20"D and 2 chairs
-3 computers and 2 printers
-6/2 flat shelf book trucks
-18 shelves for manuals and handbooks, items awaiting cataloging and processing, donations to kept or routed to Friends booksale collection, holding area for bookmobile books and Regional deposit collections (540 items)
-5 linear feet of countertop space 6'Wx30"Dx39"H with underneath storage and counter height adjustable chair
-sink
-one year's worth of library supplies such as various sizes of plastic covers, various cards, video and audio cassette storage boxes, large canvas bags, etc.
-14 mail sorting slots
-high traffic carpeting
-mats for underneath each desk chair
-accommodations for wiring and cabling
-phone
-clock visible to this area
-typewriter and typing surface
-sufficient electrical outlets

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Task lighting
-Acoustic treatment
-Wiring and cabling for computer, phones, and other large and small types of equipment
-Sufficient electrical outlets
-Flexible arrangement to meeting changes and modifications
-Efficient work traffic patterns
-Protection against drafts and heat
-Circulation area separate but visible from circulation desk
-Space logically arranged by function circ/tech services with circulation closest and visible to circ desk and tech services nearest to delivery/pickup area

OCCUPANCY:
Public: 0
Staff and volunteers: 4-11

PROXIMITIES:
Near: -circulation desk
-children's room

AREA DESIGNATION: Local history/Quiet Study **Sq. Ft. : 200**

FUNCTIONAL ACTIVITY: Adults seeking information out various aspects of the town's history including books, documents, photographs, memorabilia, books by local authors use this area as well as people wishing a quiet study area. This area is designed to provide a measure of security against theft and environmental factors harmful to print material while at the same time making materials contained in this area accessible to the public.

FURNISHINGS/EQUIPMENT/SHELVING:
-22 shelves using shelving units of various sizes(500 volumes)
-Reading table and 4 chairs
-One four drawer file cabinet

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Environmental control for preservation of materials
-Task/nonglare lighting
-Control access
-Visible but separate from adjacent areas

OCCUPANCY:
Public 1-4
Staff 1

PROXIMITIES:
Near: reference

AREA DESIGNATION: Multi-purpose room **Sq. Ft. 800**

FUNCTIONAL ACTIVITY: An area that individuals, local groups, organizations or town committees or boards can come together to meet for nonlibrary and library related business. It is also a space where the general public can come to can attend lectures, films, musical productions, and participate in classes, demonstrations, or workshops sponsored by the library and other groups.

FURNISHINGS/EQUIPMENT/SHELVING:

-60"Hx36"Wx24"D movable rack for coats, bookbags and store foul weather gear
-2 / folding tables 29"Hx30"Dx60"W folding table to hold literature etc. to be handed out, to serve food and beverages, etc.
-Assistive listening system
-Storage closet for: audiovisual (AV) equipment such as TV and VCR kept in an movable AV cart) 59"HXx32"Wx24"D, slide project and overhead projector kept on a movable multi purpose AV cart 20"Wx28"D. Other items for storage in closet: 75 stackable chairs, 2 folding tables 29"Hx70"Wx30"D, 2 folding conference tables 142"Wx29"Hx38"D,

podium, eisles and other small miscellaneous pieces of equipment & various supplies i.e. first aid supplies
-Lectern 22"Wx21"Dx47"H
-Two142"Wx29"Hx38"D folding conference table
-Pull down projection screen
-View equipment i.e. slide projects, overhead, VCR
-Accommodations for cabling and wiring
-Room divider

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Inviting
-Separate entry/exit for after hours programs and meetings
-Sound absorbent features
-Neutral colors
-Controlled lighting that can be brightened or dimmed
-Separate heating/air-conditioning zone
-Sliding door to divide room into two smaller meeting rooms
-Sufficient electrical outlets
-Column supports conveniently spaced so as not to block lines of sight
-Wiring and cabling for listening and viewing equipment, local TV cable channel and other types of electronic equipment
-Access to entrance/exit from either side of room when it is separated in two by divider, for example a person wanting to exit one of two rooms does not intrude or interfere with people using room on other side of divider.

OCCUPANCY
Public: 75-80
Staff and volunteers: 2-4

PROXIMITIES:

NOTE: This area abuts the staff kitchen so that kitchen can be used by staff and for meeting room purposes.

The multi-purpose meeting room can be secured and closed off from the rest of the library for use after library business hours. It is necessary to have a: 1) separate entrance/exit; 2) lockable door from the staff kitchen area to staff lounge; and 3) and a lockable door between the public restrooms and the rest of the library. This type of controlled access will allow meeting this space to be used by the public when the building is closed with compromising the security of the library service.

Near: -restrooms
-staff kitchen facilities

AREA DESIGNATION: Administrative/Business office Sq. Ft. : 350

FUNCTIONAL ACTIVITY: Library director and general clerk carry out the task of overseeing the day-to-day running of the library.

FURNISHINGS/EQUIPMENT/SHELVING:

-Reception area

- -secretarial desk 29"Hx58"Wx30"D and adjustable chair
- -computer and printer
- -movable computer work station 30"x30" with hinged shelve 24"x30"
- -lateral 5 drawer file cabinet
- -typewriter
- - typing surface
- -3 shelves using 42" shelving unit with canopy top (90 items)
- -telephone
- -copier on copier stand
- -comfortable seats for visitors
- -one low side table
- -closet for storage of office supplies
- -clock
- -free standing coat rack 19"x19"
- -36"Hx30"Wx20"D cabinet with storage for coffee maker, hot pot and cups

OCCUPANCY

Public 1

Staff 1

-Director's office

- -L-shaped desk : desk-29Hx60"Wx30"D
  return-27Hx40"Wx21"D
- -2 vertical letter size eight drawer filing cabinets
- -12 shelves for reports, catalogs, handbooks, manuals, software packages, and professional literature using 42" shelving units with canopy tops (360 items)
- -telephone and modem
- -computer and printer
- -clock
- -adjustable chair on castors
- -comfortable chairs for visitors

OCCUPANCY

Public: 1

Staff: 1

ARCHITECTURAL FEATURES:

-Welcoming

-Business like

-Soothing colors

-Accommodations for cabling and wiring

-Task/nonglare lighting augments by natural lighting
-Each area visually separated and definable space
-Sound absorbent features
-Natural lighting

PROXIMITIES:
Near: -adult services

AREA DESIGNATION: Staff lounge **Sq. Ft. : 200**

FUNCTIONAL ACTIVITY: An area where staff can relax, socialize, and eat lunch/diner. Used furniture will to furnish this area.

FURNISHINGS/EQUIPMENT/SHELVING:
-60" round kitchen table and 4 kitchen chairs
-4 folding chairs
-Compact kitchen facilities: stove, microwave, refrigerator, sink counter space and cabinets
-2 Lounge chairs
-Side table
-Full length mirror
-Bulletin Board 24Hx28W
-Compact full service kitchen: 34"Hx19"Wx22"D refrigerator, four wrung range with oven, coffee maker, microwave oven and 32"Hx36"x24"D countertop with underneath storage
-Accommodations for wiring of kitchen appliances

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Soothing, restful colors
-Ambiance lighting
-Sufficient electrical outlets

OCCUPANCY
Public: 0
Staff and volunteers: 4-10

PROXIMITIES:
Near: -adjacent to meeting room for access to kitchen facilities
-single staff restroom

AREA DESIGNATION: Restrooms

FURNISHINGS/EQUIPMENT/SHELVING:

Public Women's Room -
-plumbing and fixtures to accommodate two toilet stalls
-plumbing and fixtures to accommodate two sinks

-plumbing and fixtures to accommodate two sinks
-changing table for infants
-paper towel and soap dispensers
-three mirrors
-trash container

OCCUPANCY:
Public 1-2
Staff 0

PROXIMITY:
Nears -meeting room

Public Men's Room-
-plumbing and fixtures to accommodate two toilet stalls, one in ADA compliance
-plumbing and fixtures to accommodate two sinks, one in ADA compliance
-paper towel and soap dispensers
-two mirrors
-trash container

OCCUPANCY
Public 1-2
Staff 0

PROXIMITY:
Near -meeting room

Public Children's
-plumbing and fixtures to accommodate a toilet to accommodate children
-plumbing and fixtures to accommodate a sink to accommodate children
-paper towel and soap dispenser
-one mirror
-one trash container

OCCUPANCY:
Public 1
Staff 0

PROXIMITIES:
Near: -in children's room

Staff-

-plumbing and fixtures to accommodate one sink
-paper towel and soap dispenser
-one mirror
-one trash container
-shelf for first aid supplies and toiletries

OCCUPANCY:
Public 0
Staff 1

PROXIMITIES:
Near: -staff lounge

AREA DESIGNATION: Friends/library storage Sq. Ft. : 500

FUNCTIONAL ACTIVITY: Storage for library related supplies, equipment, and materials

FURNISHINGS/EQUIPMENT/SHELVING:
-4 / 72Hx36Wx18D steel utility shelving
-29Hx30Dx60W folding table
-Lockable storage closet 78"Hx36"Wx24"D
-Small and medium size pieces of equipment i.e. portable electric heaters
-Cable TV community bulletin board equipment: television and character generator
-27"Hx30"Wx30"D workstation

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Linoleum floor
-Oversized doorway

Proximities:
Near: -staff work area
-meeting room

AREA DESIGNATION: Storage and custodian work area Sq. Ft. : 120

FUNCTIONAL ACTIVITY: Custodian area for storage of cleaning and lawn/snow removal equipment and supplies and recycling bins. handtools are stored here and small repairs are done in this area.

FURNISHINGS/EQUIPMENT/SHELVING:
-32"Hx60"Wx30"D workbench with underneath storage
-Peg board for hand tools 30"Hx60"W
-Various handballs and small pieces of equipment
-Three 30 gallon bins for recyclable
-2 / 72Hx36Wx18D steel utility shelving

-sink
-cleaning supplies
-equipment such as bucks, mobs, brooms, vacuum cleaner,
-utility cart 29"Hx24"Wx36"D to transport cleaning equipment and supplies
-Gasoline powered lawn mower
-Gasoline powered snow blower
-Small tools and equipment for lawn and gardening
-Handcart

ENVIRONMENTAL/ARCHITECTURAL FEATURES:
-Task lighting
-Ventilation
-Oversized doorway
-Linoleum or concrete floor

Proximities:
Near: storage area

STANDARDS

1. The building shall comply with all current State and local building codes for public libraries and all applicable standards and procedures.

2. The project shall meet the specific standards for type in 605 CMS 6.06.

3. The project shall comply with all applicable provisions of federal, state and local laws regarding handicap access, including current regulations issued by the Massachusetts Architectural Access Board (521 CMR), those promulgated under Section 504 of P.L. 93-112, and the Americans with Disabilities Act (P.L. 101-336). If any major design feature requires a variance, documentation of that variance is required at the time of application. Particular attention is paid to the unique characteristics of libraries structures that must comply with handicap accessible i.e. 36"-42" aisles, no deadened shelves, 48" turnarounds, low section in public service desks, and accessible corridors, rest rooms, drinking fountains, doorknobs, railing, etc.

GENERAL SITE & EXTERIOR CONSIDERATIONS

1. Patron and staff parking . Sufficient and convenient parking is necessary for library users. A minimum of one parking space for every 400 square feet of building is required. *(Town zoning bylaws for parking do not cover municipal buildings.)* Parking is convenient to the building and to the building's main entrance. There is a separate parking area for staff and delivery people. This parking is located near staff entrance/exit where building security pad is located. All areas are lighted to help ensure safety and security around the building and grounds.

2. Drainage and ground water. Drainage system is sufficient to keep water from flooding the front of entrance and into the building. If necessary, pumps are needed to ensure that water table is kept at a level that does not result in flooding on ground levels.

3. Entrance and visibility. The building is visible and clearly identifiable as a public library from the street level. There is only one public entrance to the building that leads into the lobby.

4. Bike racks. Bike racks are convenient to the main entrance but not in the way of foot or vehicle traffic.

5. Historic details. Design and architecture is developed with sensitivity to the unique historical features of the building and the surrounding area. It should be noted that the library is located in an area that is slated for designation as a historical district.

6. Outdoor shelter from the elements. An overhang covering a portions of the walkway to the main entrance to help protect people entering and exiting and waiting for rides outside of the lobby area.

7. Snow removal ease. The parking lot and paved walkways surround the building including the area outside the lobby, and should have space enough around them to allow snow removal equipment to maneuver and to throw snow into an adjacent area until it melts.

8. Library sign. A sign identifying the library, publicizing hours and events located at or near the main entrance and seen from Elm street.

9. Outdoor power outlets and spigots for water. These are conveniently located for the purposes of building, grounds maintenance and programs taking place in grassy area outside children's room. Power outlets are covered. Spigots and outlets are tamper proof.

10. Grounds. Landscaping enhances the building and works with interior considerations for energy efficiency. Plantings are compatible with the size and design of the building and in keeping with surrounding buildings and spaces in the vicinity of the library. Grounds are easy to maintain with a minimum of trimming of shrubs and trees. The lawn area outside the children room is landscaped and maintained to allow for outdoor storyhours and other children's activities.

11. Windows. Windows are placed strategically with regards views and activities from the outside as well as functions and activities taking place inside. Windows are placed for energy conservation measures and to take advantage of natural light. Direct sunlight that could damage materials, furniture, equipment or affect reading and temperature comfort are avoided. Windows are equipped with nonglare glass and/or have overhangs. At a minimum, some windows are equipped with screens and capable of being opened.

GENERAL INTERIOR CONSIDERATIONS

1. Design and future growth. Override theme in this building program is space that is simple, flexible and functional. This building program meets the twenty year projected population growth for the town of Millbury. Its intent is to provide future generations the possibility to easily and logically add on to the facility in some twenty or more years, if neccessary.

2. Flexible open space floor plan. To accommodate growth and changes in the community and the library's responses to it, an open space floor plan ensures flexibility in providing for additions and changes such as: people using the library; trends and patterns of usage; new technologies and equipment; the size and makeup of staff; nature of the collections and services. Walls and built in features are avoided as much as possible. Furniture and bookstacks can be used to separate space into definable areas but still provide flexibility in the floor plan.

3. Control and security of layout for patrons and staff. There is only one circulation desk. An open, flexible, functional floor plan helps to minimizes the threat of theft and mutilation of library materials, deter disruptive patron behavior, ensure patron and staff

4. Merchandising decor. In commercial terms, the product the library offers the public is a combination of services, collections and a facility. The library can only be successful if it provides a product that is something the public wants to consume. Therefore, the library must "sell" itsself to be competitive for tax dollars. It can do this with a subtle but purposeful merchandising approach to include using displaying and promotional techniques found in today's bookseller environment.

5. Signs and graphics. Signs are used throughout the library to help direct people, describe what can be found, and provide information about collections, services, equipment, etc. Signs are consistent in style and format throughout the building. They are in keeping with industry standards and laws governing handicapped accessibility for height, size, and design requirements.

6. Arrangement of collections. The building program calls for collections to be laid out in a logical, organized, sequential arrangement to make titles easy to find, encourage browsing, and foster the ability of users to use the library independently.

7. Traffic patterns. Attention is paid to ensure that patron and personnel work traffic patterns are convenient, logical, efficient, unobstructed and do not unnecessarily interfere with library operations or patron and activities.

8. Electrical outlets, wiring, cabling. Sufficient electrical outlets and wiring, cables and channels to run them are needed to ensure that the floor plan is flexible as it changes through the years. Outlets accommodate both library operations, maintenance and patrons needs. Special considerations is given to the: circulation area, copier area, meeting room and children's programming areas, areas where computer equipment is used, service desks, technical processing area, administrative offices, and kitchen. Electrical service allows for changes in and expansion of technology. The ability to run cable through the floor, ceiling, walls and columns must be possible.

9. Floor covering, finishes and upholstery. Floor covering, finishes and upholstery are durable, long lasting, stain resistant and flame retardant and in colors that do not show dirt. Most areas of the library are carpeted with carpeting that is commercial grade and non-static.

10. Security and safety. Motion detectors and door alarms keep building secure after hours. Checkpoint security system deters theft of materials. Fire alarm, emergency lights and sprinkler systems building safety measures are required.

11. HVAC. A multi-zone heating and ventilation system is necessary. Air conditioning throughout the building is provided. How the building is heated and cooled is consistent throughout the building. Programmable automatic heating/cooling thermostats control are used for controlling interior environment.

12. Energy efficiency. The building is energy efficient with the efficient use of natural resources to minimize utilities cost and maximize results in every area of the building. Special consideration is paid to building orientation on site, placement of windows and type of glass used, the lobby, insulation, and HVAC system. The building must meet or exceed an efficiency rating of at least 65%

13. Lighting. Type of lighting used is tailored to the function carried on in each individual area throughout the building. Use is made of energy efficient lighting fixtures that are readily accessible and easy to change.

14. Ceiling. Clearance from floor to ceiling is 11' to accommodate stack heights and allow for adequate air circulation and sprinkler heads.

15. Existing furniture and equipment. As much as possible, existing furniture, including service desks, and equipment is used. New furniture is in keeping with design and style of exiting furniture and selected for its durability.

16. Live load. To support the weight of library materials and shelving units and maintain a flexible floor plan, the floor load capacity is 150 lb. per square foot throughout the building.

17. Assignable and Nonassignable space: working definitions.

Assignable - "the sum of all areas (measured in square feet) on all floors of the building, assignable to, or useful for, library functions and purposes. It includes space for readers and reading areas, bookstack or related storage areas for book collections and other library materials, working spaces for staff, space for services to readers (including the card catalog), public service desks, copying equipment, aisles between bookstack ranges and library furnishings, and similar spaces."

Nonassignable space - "those areas or rooms of the library necessary for the general use and operation of the building but not serving specific library functions, such as foyers, vestibules, corridors (but not aisles in bookstacks or [among] other furnishings), stairs, elevators, toilets, janitor rooms or closets, ventilation ducts, and mechanical equipment area."

(American Library Association's Ad Hoc Committee on the Physical Facilities of Libraries. Measurement and Comparison of Physical Facilities for Libraries. Chicago: ALA, 1970, p. 20.)

BUILDING PROGRAM EXECUTIVE SUMMARY

Area Designations		Collection	No.	Non trad.	*Maximum*	*Occupancy*
Assignable	Nonassign	Capacity	Shelves	Shelving	Public	Staff & Vol
	Lobby				5	1
Circ desk		550	18		6	3
Pop mat					16	3
Bks & Nonpr		4761	140			
Periodicals						
Stacks		28500	950		40	3
Reference		1500	72		13	2
Children's Rm					45	4
Pic bks						
Easy readers		2500	52			
AV & paperb		2400		rotating rack		
Fict & Nonf		7525				
Storyhr/act.		0	0			
Office		180	6			
YA					8	1
General fict		1500	36			
Pbs		500		rotating rack		
Circ/Tech Serv		720	24		0	11
Admin/Bus Office					5	5
Reception		90	3			
Director		450	15			
Local History		500	22		4	1
Multi purpose rm		0	0		80	4
	Fr storage	1000	35			4
	Staff lounge	0	0		0	10
	Restrooms	0	0		5	1
	Storage	0	0		0	2
	Janitorial	0	0		0	1

Collection Profile

Area	Volumes	Shelf Capacity	No. Shelves	Sq. Ft	Comments
Popular materials					
Hardcover	1261	15	84	84	
Paperbacks	2000	36	56	56	
Video	1000	15	68	68	
Books on tape	500	15	34	34	
Music cassets & CD's	500	69	8	24	ea. shelf 48"
Reference	1521	21	72	72	
Children's					
Picture books	2500	48	52	52	
Easy readers	600	42	14	14	
Hardcover Fict & NF	8625	36	240	240	
Paperbacks & Video	2400	600	4	45	4 rotating racks accommodating both formats
YA					
Hardcover	500	36	14	14	
Paperbacks	1000	45	22	22	tradition shelving
Paperbacks	500	250	21	72	rotating racks
Adult stacks					
Circ Hardcover F&NF	27800	30	928	928	
Periodical backfile					
Local History	500	24	21	21	
Total	51207		1638	1746	

SEATING PROFILE

Area	No. Tables	Type Seats	No. Seats Standard	ADA	Seats	
Popular Materials						
		lounge	6			6
	3	reading table	12	2		14
						0
Reference						0
	3	reading table	8	4		12
	4	study carrel	3	1		4
Children's						0
	2	activity table	8			8
		floor cushions	6			6
	3	tables	10	2		12
		study carrel	3		1	4
YA						0
		lounge		2		2
	1	table	4			4
						0
Local Hist/Quiet Study	2	table	8			8
						0
Total			68	12		80

Equipment Dedicated Workstations

Area	PAC	CD/INTERNET PC	AV	
Popular materials	4			
Reference		1	1	
Children's Room	2	1	1	2
Total	6	2	2	2

MILLBURY

PUBLIC LIBRARY

MILLBURY PUBLIC LIBRARY PLANNING PROCESS

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LIBRARY DEVELOPMENT PLAN
MILLBURY PUBLIC LIBRARY
SEPTEMBER, 1991

PART I
INTRODUCTION TO THE PLANNING PROCESS

The Millbury Public Library's "Library Development Plan" updates the library's "Options for Small Libraries" planning study that was completed in 1986, and the 1988 "Cost Finding Study."

Like the Library's "Options for Small Libraries," the purpose of this plan is to identify and analyze community and library needs, determine library service roles, and develop goals and objectives which address short and long-range library problems.

This plan was developed by the director, trustees and staff of the Millbury Public Library with assistance from the Central Massachusetts Regional Library System. Funding for this study was provided through an LSCA Title I federal grant program administered by the Massachusetts Board of Library Commissioners and using the Small Libraries Planning Process.

The Millbury Public Library's "Library Development Plan" serves as a blueprint to guide library service development from July, 1991 to June, 1996. This plan is not static. It will be reviewed and revised on an annual basis to keep pace with the need for new objectives as old ones are met, new needs develop, and conditions change.

MILLBURY PUBLIC LIBRARY

COMMUNITY DESCRIPTION

The town of Millbury encompasses 15.84 square miles and is located approximately forty five miles west of the city of Boston and eight miles east of Worcester. It has a population of 12,000. Adults ages 30 to 44 make up the largest population group, twenty-two percent, with the 45-64 year olds the next largest, nineteen percent. Both the elderly, 65 years and over, and school age children make up fourteen percent of Millbury's population.

Millbury was formerly a part of the neighboring town of Sutton. Established in 1813, Millbury originated as an agricultural community and grew into an industrial one in the nineteenth century. Its prime industry was textile manufacturing. From being an industrial community, Millbury has evolved into a suburban community of nearby Worcester and the Boston/MetroWest areas. Despite the recent white collar influences, Millbury is still noted as having a strong blue collar, working class orientation.

Millbury is a homogeneous community. It is primarily white, with several protestant denominations and two catholic parishes.

Millbury is the first town on the westerly side of the Blackstone Valley from Worcester. With its close proximity to Worcester and its easy on/off exits from the Massachusetts Turnpike, along with the existence of the major thoroughfares of Route 20 and Route 146, Millbury plays an important role in the development of the larger Blackstone Valley. The Blackstone Valley area, a previously undeveloped area, has been the subject of much discussion on state and local levels in terms of being an area ideal for future economic development. The State itself has made a firm commitment to future development of the region with plans for creating another exit off the Massachusetts Turnpike which will provide easy access both to the Blackstone Valley and Greater Worcester area. Along with this, improvements in the roadways and accessibility to Route 20 and Route 146 are planned.

Because of existing and future advantages, in the 1980's and on into the 1990's, Millbury has been successful in attracting major business activities to expand its tax base. In 1987 Millbury became the host town to a major area refuse incinerator. The Worcester Telegram and Gazette, the newspaper covering Central Massachusetts, will be constructing its printing plant in Millbury in 1992. A large upscale indoor mall complex is also in the planning stages.

A survey of the area and the issues debated among residents of the community indicates that the two major concerns are the town's current and future growth and the impact on the town by the state's financial crisis. The creation of an exit from the Massachusetts Turnpike into Millbury and the development of the Route 146 corridor is a major issue to Millbury residents. Residents are concerned that there is a well formulated plan to protect against unchecked residential and industrial growth, while at the same time encouraging new desirable business to relocate to the town.

Millbury has suffered because of loss of state aid. Its residents have suffered from layoffs and the lack of employment opportunities in current recessionary times. As of this writing, Millbury has been able to maintain services without severe budget cuts, although the

school system has been forced to lay off some teachers, and school library services have been reduced. Other town department's budgets have not kept pace with rising costs. As a result of local, state and national economies, fiscal responsibility has become a major issue among residents in the community. At the same time there is concern among residents that existing services and educational standards remain in the face of state aid loss.

LIBRARY DESCRIPTION

The library was established in 1864. In 1915, after several moves, it was permanently located in a new facility built with the help of funding from the Carnegie Foundation. The building was renovated at various times in its history, and in 1983 extensive renovations were done and a 1,200 square foot wing added onto it.

Today the library houses a collection of approximately 26,000 items. Its circulation is at an all time high of 69,401. Over 12,000 reference questions were answered in 1990.

The library is run by a board of six elected trustees with the Millbury's Board of Selectmen overseeing the Trustees' activities. The Board of Trustees is a policy making board with fiduciary responsibilities. The director is responsible for administering the annual budget and the day-to-day library operations.

The library is staffed by a director/adult services librarian, children's librarian and twelve support staff or 7.1 full time equivalents. It has a volunteer staff that is made up of both children and adults. Currently, two of the library's twelve support staff are paid from a federal program that provides employment for the elderly. Except for these two employees and three pages, the library staff is part of Local 495 Service Employees Union.

Hours year round at the Millbury Public Library are:

Tuesday - Thursday, 10-8
Friday, 10-6
Saturday, 10-1

The library's collection is made up of both print and non-print materials with special collections for children, young adults, and the visually impaired. It also has collections in a variety of formats. In 1991 it will add CD-ROM indexes to its collection of reference materials.

With the help of state and federal grants obtained in the 1980's, the library has been able to update its popular non-fiction collection, and young adult popular reading collection and to create new collections in non-print formats. It has also been able to acquire equipment for library programs, circulation and in-house use by patrons.

In 1989/90 the library automated with a Winnebago circulation system and replaced its card catalog with a computerized version. In 1991 CD-ROM computer workstations will be added.

A 1990 library user survey shows that the library's largest user group is adults. Adult ages 26 to 64 make up 40% of our users, with children preschool to age 12 making up 33%. Students ages 13 to 17 make up 13% of our users.

Our user survey also indicated that the library's collection and services are used 40% of the time for enjoyment purposes, utilizing popular fiction and non-fiction materials in all formats (Popular Materials Role). Thirty percent of the library's use is in the area of personal interest (Independent Learning Role). Students and their parents use the library 21% for school related purposes (Formal Education Support Role).

The results of our reference survey indicates that 42% of the reference questions asked annually are related to school assignments. Young adults asked 5% more questions than the younger children. Thirty-two percent of the total reference questions asked were asked by adults with personal interest. Popular material questions were third with adults asking the most questions in this area as well.

Due to annual union pay increases the library's budget has increased steadily, however, the material budget decreased by 30% since 1990. As of this writing the library will be level funded except for salary increases. This means that the library has not been able to keep up with the increased demand for materials or with inflation since 1989. In FY'91 the library barely met the LIG/MEG standard which requires that a library's budget increase by two and a half percent averaged over a three year period. With recent changes in the FY'92 standards for determining LIG/MEG eligibility, the library will qualify for LIG/MEG funding. However, if this change had not occurred, in FY'92 the library would not have met the standard requiring that overall increase in the budget.

It should be noted that the library may face additional cuts in FY'92 due to proposed cuts in state aid to the Town of Millbury.

COLLECTION STATISTICS

Books	
Adult	14,014
Young Adult	1,323
Children's	9,775
Periodicals Titles	
Adult	36
Young Adult	4
Children's	7
Audio Visual	
Video	590
Records & Tapes	528
Books on Tape	279
Other	63

CIRCULATION

Adult	37,868
Young Adult	2,248
Children	29,285
TOTAL	69,401

COMPARATIVE DATA

The following comparison from the Massachusetts Board of Library Commissioners 1991 Massachusetts Public Library Data of key financial and usage data for the Millbury Library with the average for libraries in its population group provides a good illustration of how the library compares with similar libraries. The library is below the average in all funding areas.

PER CAPITA FIGURES

ITEM	MILLBURY PUBLIC LIBRARY	POP. GROUP IV AVERAGE
Operating Income	15.91	18.25
Salary Expense	10.75	12.36
Materials Expense	2.51	3.17
Circulation	5.37	7.68

BUILDING FACILITIES

The Millbury Public Library's original 3,900 square foot structure was built in 1915 with funds contributed by the Carnegie Foundation. In 1983, the library was expanded and the original portion of the building renovated. At that time, a children's room was created in the lower level of the building.

The plans for this building project were not approved until the project was downsized. Approval was eventually given for the funding of the "elevator core," or the connector that would have connected the original building and the proposed addition. At the time, it was general knowledge that the expansion would not be adequate to meet future needs.

Despite the addition of approximate 1,500 square feet of space and the creation of a children's room less than ten years ago, today the library suffers from a shortage of room throughout the facility. The collection area is tight. making a frequent routine of shifting and weeding is necessary to ease overcrowded areas. During the school year, there is a lack of seating for students using the library after school. There are no quiet areas for patrons.

The staff workroom is overcrowded. Noise from routine business done in the staff workroom is carried into the patron services areas. There is no workroom space for children's room staff. Seating for patrons is used by children's staff to carry out routine operations.

Often, there are conflicts in the use of the library's meeting room that also serves as a children's program room and lunchroom for the staff.

The library's floor plan, dictated by physical constraints, makes it difficult to monitor and supervise activities in the library particularly during high use, after school hours.

There is a serious lack of storage in the building for books, equipment and supplies.

SPACE ALLOCATION AND NEEDS

	CURRENT	*PROJECTED*
Year	1991	2000
Design Population	12,000	12,863
Collection Space		
Number items	26,500	40,820
Square feet	2,184	4,272
User Seating Space		
Number of seats	51	78
Square feet	2,020	2,340
Staff Work Space		
Number workstations	14	15
Square Feet	784	2,250
Meeting Room Space		
General Mtg/Children's Program Room		
Number of seats	30	
Square feet	290	
GENERAL MEETING ROOM		
Number of seats		50
Square feet		500
CHILDREN'S PROGRAMMING ROOM		
Number of seats		50
Square feet		500
Special Use Space		
Square feet	342	966
Nonassignable Space		
Square feet	940	2,657
GROSS AREA:	4,701	13,485

Notes: Projected population figures provided by the Massachusetts Institute for Social and Economic Research.

This study is based on the Public Library Space Needs: A Planning Outline published by the Wisconsin Department of Public Instruction, 1988

MILLBURY PUBLIC LIBRARY

Library's Status in Relation to the Eleven Basic Elements of Library Service

A library's effectiveness is determined by its ability to meet at least the basic, primary service needs of its community. This planning process uses several methods to determine the effectiveness of basic library service:

-Analysis of eleven key elements essential to the provision of basic library service;
-Compliance with state minimum library service standards;
-Satisfaction of library standards for children's services established by the Massachusetts Library Association;
-Ability to fill service roles to the extent required to meet community needs.

Each method is described below, accompanied by an analysis of how the Millbury Public Library measures against each one.

ELEMENTS OF BASIC LIBRARY SERVICE

The sole purpose of a public library is to meet the library needs of its community. Libraries differ in services, resources, and internal operations because their communities differ, but there are certain basic requirements essential to effective library service in all communities.

These have been defined in the Small Library Planning Process as the ***Eleven Elements of Basic Library Service***. Each element specifies certain conditions which libraries must satisfy in order to provide a minimum level of acceptable library service.

The elements are:

1. *SUITABLE FACILITY.* Inviting, comfortable, user-oriented, meets accessibility codes, large enough for collections, user seating, and services

2. *HOURS.* Beyond complying with "Minimum Standards", selection of hours that are convenient to users

3. *STAFF.* Knowledgeable, friendly, skillful, resourceful staff responsive to users needs

4. *MATERIALS.* Up-to-date, currently useful collections developed to meet local popular needs and interests

5. *WRITTEN POLICIES.* Library operations, personnel management, materials selection, other important practices defined in writing and adopted by the board

6. *TELEPHONE.* Library services accessible to patrons by telephone; regional and state

support resources accessible to library staff

7. *INFORMED AND SUPPORTIVE TRUSTEES.* Board which seeks and uses information on library issues and resources, becomes knowledgeable about community needs, and strongly advocates support for adequate library services at the local level

8. *ADEQUATE FUNDING.* Budgets which supports staffing, materials and general operations required to meet the particular service needs of the community

9. *PUBLICITY.* Active public relations program promoting good library services

10. *PLANNING AND EVALUATION.* Ongoing process which ensures the library services are adequate for and compatible with community needs

11. *INTERLIBRARY ACCESS POINT.* Reliable access to other collections through Regional reference services, interlibrary loan and other resource sharing

Eleven Elements of Basic Library Service
at the Millbury Public Library

1. SUITABLE FACILITY

The Millbury Public Library is located in a facility devoted solely to the purpose of public library and information service. The area is inviting, comfortable and user oriented.

Despite the fact that the library was renovated and expanded less than ten years ago, already the facility is overcrowded. The shelving areas where the collection is housed are tight. A frequent routine of shifting and weeding is done to ease overcrowded areas. During high usage times there is a lack of seating for users and there are no quiet areas in the library. Staff workroom, where technical services and other related activities are performed, is overcrowded. There is no workroom space for the children's room staff occupying the ground level. Often there are conflicts in the use of the meeting room which doubles as a programming room, meeting room and lunch room. There is a serious lack of storage in the building for books, equipment and supplies.

Because of the building's floor plan dictated by physical constraints, it is difficult to monitor and supervise activities in the library particularly during high usage afterschool times.

The number of locational signs is insufficient and the appearance of signs throughout the building is uncoordinated with many signs in bad repair.

The library does not have a public phone. Our survey indicated that patrons request the use of the business phone an average of seven times per day.

2. HOURS

The Millbury Public Library meets LIG/MEG minimum standards here. It does not

meet standards for children's library services. Expanded children's room hours that include opening on Mondays and longer hours on Saturday would further meet the needs of the community.

3. STAFF

Written job descriptions must be revised to reflect current responsibilities and tasks attached to each position.

Wages of library assistants are comparable with other libraries. The salary of the children's librarian should be reviewed with consideration given for when the current children's librarian graduates with a Masters in Library Science. A young adult librarian's position should be created.

The library has a strong public service orientation reflected in the staff's attitude towards users. The staff is knowledgeable and often exceeds the scope of its job description in its reference abilities. However, there are occasions when interactions with public are less than courteous, efficient and complete. In some cases children have been less satisfactorily served than adults.

Regional ILL services are readily offered. However, TIS is often overlooked as a reference resource.

Staff development occurs by attendance at Regional workshops and meetings. Because of scheduling, many staff members cannot attend Regional workshops. The library does not have a planned, coordinated staff development program in place to improve skills or knowledge of services, including collection.

4. MATERIALS

Throughout the 1980's the library attempted to update and expand its collection. It has been successful in establishing new audio-visual collections, and updating the young adult fiction, and the non-fiction collections for adults and children. There is still a gap in the demand for school related materials and the library's ability to provide these materials.

Bibliographic tools need improvement in providing access to the library's collection.

5. WRITTEN POLICIES

The library updated and expanded a number of its policies in 1988, using the Massachusetts Library Trustee Handbook as an outline and guide. The library has a policy handbook including over sixty policies governing the internal and external library operations.

Trustee by-laws do not meet the needs of today's trustees. By-laws are both outdated and insufficient in their coverage.

6. TELEPHONE

The library has an adequate number of phone lines that makes telephone service accessible for patrons. Staff have an adequate number of phones. However, the phone system currently being used is out-dated. Although the library maintains a service contract on equipment, the equipment is no longer sold making existing service impossible to update.

7. INFORMED AND SUPPORTIVE TRUSTEES

Trustees attend nine board meetings per year and special meetings with municipal boards as needed. The Board lacks an orientation program for new members or members taking on leadership roles on the Board.

8. ADEQUATE FUNDING

Due to the current national economic downturn and state fiscal crisis, funding for materials have not kept pace with demand or inflation. FY'92 funding is not enough to qualify the library for state aid. Funding levels have not enabled the library to add adequate public service positions to meet the demand for services. To supplement funding and to plan for future fiscal needs, the library is currently in the process of establishing an endowment fund outside the control of municipal authorities. The library also applies regularly for relevant competitive grants.

9. PUBLICITY

The library publicizes all its events and activities. It generates monthly calendars and fliers. Publicity is regularly sent to the town's two local papers. Publicity for events and activities with broader appeal is sent to other local papers. The town's community cable TV access channel is also used. Two local newspapers publish the library's weekly columns highlighting various aspects of services and collections. Newspapers also publish monthly library calendars.

10. PLANNING AND EVALUATION

The library has been planning formally since 1986. It does at various times conduct surveys and solicits comments to measure services and determine community needs. The library did complete "Options for Small Libraries" planning process that covered 1986-1991. In 1988 it conducted a follow-up to the cost finding study. In 1991 the library is again planning for the next 5 years using The Small Libraries Planning Process.

11. INTERLIBRARY ACCESS POINT

Interlibrary loan services are offered quickly and frequently when the library cannot provide specific titles or information relating to subject areas. The library is a dial-up member to the C/W MARS automated network.

MINIMUM STANDARDS FOR LIBRARY SERVICE

The Commonwealth of Massachusetts provides annual grants to public libraries which meet minimum standards and funding requirements contained in the Code of Massachusetts Regulations, 3.00 and 4.00. The program is administered by the Massachusetts Board of Library Commissioners.

For libraries who service municipalities with populations over 5,000 these regulation are as follows:

-Be open to all residents of the Commonwealth.
-Make no charge for normal library service.
-Be open a minimum of 40 hours a week, including some evening hours.
-Employ a library director who has a Masters Degree in Library Science.
-Spend a minimum of 16% of total annual budget on books and other materials.
-Extend borrowing privileges to holders of cards issued by other public libraries which comply with these requirements.
-For FY'92, to have a municipal appropriation for library service which is 95% of the average library appropriation for the last three years. For FY'93, the municipal appropriation requirement will revert to the previous requirement which requires 2 1/2% above the average library appropriation for the last three years.

These regulations specify minimal requirements--they are not indicators of effective library service--but they do define a base level below which effective service cannot be provided.

Standards for Public Library Services to Children

A third way to judge a library's ability to serve its community is to consider the quality of its service to children. ***Standards for Public Library Services to Children in Massachusetts*** was developed by the Massachusetts Library Association in 1987 to guide libraries in an on-going evaluation and development of children's services. Among the requirements specified in the standards are the following:

-Provision of a separate space for children's services
-Employment of a qualified librarian responsible for services to children
-Development of a collection of diverse materials in various formats
-Offering a variety of programs which excite children about literature and promote library use
-Children must have access on an equal basis with adults in regards to service and materials the library provides

Until FY'92 the library met all the minimum standards for public library services for its population size.

Any further cuts in the library's annual budget will likely mean a reduction in staffing, and therefore a reduction in hours. The library does meet most of the ***Standards for Public Library Services to Children***. It does not meet the standard requiring children's services to be offered to the public the same number of hours as adult services.

MILLBURY PUBLIC LIBRARY
LIBRARY SERVICE ROLES

All services provided by public libraries may be categorized by role, i.e., by their function, purpose and use. All viable small libraries must fill four central roles to the extent needed in their community:

-Provision of popular materials (for reading, listening, viewing) to adults, young adults and children;
-Provision of materials and information to satisfy the needs and interests of independent learners;
-Provision of materials and information to students engaged in formal education programs offered by public/private schools, colleges, and other formal programs of study;
-Provision of information about community activities and resources, meeting space for community groups, and other services which make the library an important community resource and focal point.

Summary of Percent of Service Activity by Role

	Circulation	In-Library Use	Reference
Popular Materials	46%	27%	24%
Independent Learning	39%	40%	29%
Formal Education Support	16%	33%	46%

TOTAL COSTS BY ROLE FOR LIBRARY SERVICES

FUNCTIONS	POPULAR MATERIALS	INDEPENDENT LEARNING	FORMAL EDUCATION SUPPORT	COMMUNITY ACTIVITIES	TOTAL COSTS
Circulation	$21,681.58	$18,382.21	$7,541.42	$0.00	$47,605.21
In Library	$3,452.85	$5,115.33	$4,220.15	$0.00	$12,788.33
Rerference Service	$4,069.87	$4,917.76	$7,800.59	$0.00	$16,788.22
Collection Management	$15,587.40	$15,166.29	$10,441.04	$0.00	$41,194.73
Meeting/Program Room	$0.00	$0.00	$0.00	$6,851.00	$6,851.00
Building Management	$7,873.41	$7,660.70	$5,273.91	$1,887.59	$22,695.61
Administration	$8,691.21	$8,456.40	$5,821.70	$1,442.11	$24,411.42
TOTAL COST	$61,356.32	$59,698.69	$41,098.81	$10,180.70	$172,334.52
	35.60%	34.64%	23.85%	5.91%	100.00%

LEVEL OF SERVICE

The Small Public Library Planning Process describes three levels of service for each role, each of which requires a specified amount of resource support (staffing, collections, equipment, funding) and service activity to fill it to the level. Level one defines the minimum needed to fill the role in any community. Level two calls for more resources and activity to meet a greater need. Level three, requiring the highest effort, is appropriate in libraries where both the need and the funding to meet that need, is greatest.

POPULAR MATERIALS

DESCRIPTION

The library concentrates on developing a collection of current, high demand, high interest materials in print and nonprint formats for all ages. This role includes the provision of non-fiction materials on topics popular locally, including current biography and travel.

CURRENT LEVEL

Staff develops, through careful selection and weeding, a circulating collection of popular, high demand titles representing genres, topics, authors and formats of proven and continued interests. Staff members who have materials selection responsibility for children and adults have taken courses in collection development. Individual staff members have additional; responsibilities for services in children's and adult/young adult areas.

Facilities are arranged to encourage browsing and to provide convenient access to the collection. Special furniture is provided for reader comfort. An area is set aside for the children's collection with appropriate shelving and furnishings. Storyhour programs for children of pre-school age are offered, as well as an active summer reading program for those of elementary/middle school age. Audio-visual equipment is available for public loan. A public relations effort promotes greater library use by publicizing its Popular Materials role. Programs are many and varied in the children's services area.

DESIRED EMPHASIS

The staff member responsible for children's services will have a Masters Degree in Library Science by approximately 1994. Careful attention will be paid to removing once popular titles and duplicate copies.

INDEPENDENT LEARNING CENTER

DESCRIPTION

Individuals of all ages use the library to obtain information and materials for self-directed learning, independent of any formal educational program or agency. People may pursue independent learning for personal or work-related reasons, including self-improvement, career or technical development, cultural interests, hobbies, etc. Local history and community information are included. Service provided include assistance in the use of the library and its resources, and ready reference. Active use of Regional reference and interlibrary loan services are quickly offered as necessary.

CURRENT LEVEL

Staff members have taken courses in basic reference methods and materials, and are familiar with basic reference tools, searching strategies and interviewing techniques. Personnel are aware of major reference tools, owned by Regional and other nearby libraries,

which are not contained in the library's own collection. Staff is familiar with local businesses, schools, day care and other community agencies as well as activities and interests impacting on independent learning needs. Assistance and guidance are provided to users of all ages seeking help in locating appropriate materials related to their independent learning interests.

Collection includes basic reference tools. Titles are weeded regularly. Local history materials are also included. Collection is supplemented with Regional materials. Circulating collection contains self-help materials as well as general interest and standard titles relevant to the needs of many people wishing to increase their knowledge or improve their skills. Awareness of library use and community interest during the collection development process ensures that the collection contains current materials with sufficient strength to meet the most common independent learning interests. Standard book review titles are used as selection tools.

Contact is made with local schools and other agencies serving the needs of children to identify and coordinate their learning needs. An area is set aside for the children's collection. Storyhour programs and summer reading programs are offered to elementary school age students. A photocopier is available to the public. Reference service is promoted to encourage greater use, and telephone reference is a routine service, although underutilized at times. The library has dial-up access to C/W MARS, automated bibliographic database and a CD-ROM workstation is provided. Public relations efforts actively promote reference and information service.

DESIRED EMPHASIS

An effort will be made to develop sufficient depth in subject areas of proven demand to ensure that users interested in these subjects will find a sufficient selection of materials to meet their independent learning needs most of the time. Standard reference tools in specific subject areas may be purchased where demand warrants. A comprehensive community information file is available in both a printed directory form for public distribution and as a card file for in library use. Staff identifies independent learning needs in the community and develops a moderate degree of collection strength in subject areas related to this need.

FORMAL EDUCATION SUPPORT CENTER

DESCRIPTION

The library provides materials (excluding school textbooks used in school curriculum) and reference services to assist students with an emphasis on elementary and secondary students. The Formal Education Support role focuses primarily on providing information and supplementary materials needed to complete class assignments, or to support literacy and similar programs. Service provided here relies partly on the use of the reference collection containing standard reference tools. The library maintains an up-to-date periodicals collection that includes material on history, social sciences, science and technology. Reference is provided on-site, by telephone and by mail. The requirement of official registration and formal course work distinguishes this role from the Independent Learning role.

CURRENT LEVEL

Staff is familiar with public/private schools and other formal education programs in the community, and with the kind of demand students in these institutions and agencies make on the library. Staff is responsive to students using the library to complete assignments. Staff members have taken courses in basic reference methods and are familiar

with and use Regional materials and services. Personnel are aware of major reference tools, owned by Regional and other nearby libraries, but not contained in our library's own collection. A staff member is responsible for collection development and services supporting the Formal Educational Center role. Personnel have been assigned to devote more time in providing services to students. Personnel are scheduled to cover reference desks during hours of heaviest reference use.

The general collection contains materials useful to students. These materials are available at different reading levels and in a variety of formats. The library makes a concerted effort to provide materials on school reading lists. It has a reciprocal agreement with schools to share resources. Basic, up-to-date reference tools are provided.

A photocopier is available for public use. Class tours of the library, and instructional use are offered to reinforce library skills learned in school. C/W MARS dial-up access is available.

DESIRED EMPHASIS

Sufficient collection depth and duplication will be maintained so that students will find appropriate materials available whenever they use the library. A specific portion of the book budget will be allocated to materials selection related to this role. A skilled staff member familiar with curriculum needs and educational principles will be responsible for serving students. Close contacts are maintained with local educators and adult learning centers, and a formally recognized relationship will exist between involved institutions and the library. Meetings will be held regularly with school librarians, teachers and administrators to plan and evaluate services. An in-service training program will be developed to keep staff sensitive to student needs and skilled and creative in meeting them.

COMMUNITY ACTIVITIES CENTER

DESCRIPTION

The library serves as a center for community activities by making library materials, facilities, and equipment available to support the social, cultural and recreational activities of community groups and by co-sponsoring events with other community organizations. Use of the meeting room and exhibits is encouraged. Outreach programs are provided to senior citizen housing complexes, nursing homes and other organizations.

CURRENT LEVEL

Personnel are familiar with community events and organizations and maintain a bulletin board listing programs and activities in the community.

A separate meeting area is available for use by community groups and space is provided for exhibits. Audio-visual equipment is available for loan by community groups. Ample parking is available to accommodate active use of the library as a Community Activities Center.

DESIRED EMPHASIS

A staff member serves as a community relations coordinator responsible for involving the library in community affairs and encouraging organizations and public at large to use the library as their access point to information about community activities and resources.

MILLBURY PUBLIC LIBRARY
SUMMARY

The town of Millbury is a small community located directly southeast of Worcester and within commuting distance to Boston.

It is a homogeneous community. Its roots are in agriculture and industry. It is now a suburban community of Worcester and Boston. With proposed improvement of major roadways running through Millbury leading to Worcester and the Blackstone Valley area, Millbury is expected to grow economically.

The issues of concern to Millbury residents involve the impact of proposed future economic growth. At the same time residents are concerned that despite state and national economic instability, town services at least remain at their current level.

The Millbury Public Library has undergone tremendous growth in the 1980's. During the 1980's its facility was improved and expanded with the completion of a twelve hundred square foot addition, and renovations to the building. Collections and services were improved and expanded to better meet the community's growing expectations and needs. With both the improved, expanded facility and collection, and a strong public relations program, the library's image is that of an active community center. This is evidenced by the fact that annual circulation nearly doubled from 1986 to 1990. BY the end of the 1980's, the library met the challenge of technology and computerized its circulation system and replaced its card catalog with a patron access computer.

A recent user survey shows that the library's largest user group is adults ages 26 to 35. Children up to age twelve, and teens 13 to 17 are the second and third largest user groups respectively.

Overall, the library is used primarily for enjoyment purposes with people using the popular materials in its collection. The next most important reason people use the library is for independent learning purposes. Thirdly, students use the library for school related materials and information.

In terms of reference, adults ask the most reference questions. These questions typically relate to their personal interests. Next to adults, young adults ask the most reference questions with most of their questions relating to school assignments. Children up to the age of twelve ask slightly fewer number of questions. Their questions also pertained mostly to school assignments.

Twenty-eight percent of the library budget is spent on circulation functions. Forty-six percent of this cost is spent on circulating popular materials. Reference service makes up ten percent of the budget. Over forty five percent of the cost of delivering reference services is associated with providing students with formal educational support.

Consistent with usage and spending patterns is the role prioritization done at the onset of the project. When staff and trustees were asked to prioritize the library's four main roles, the priorities were listed as: first, a popular materials library; second, a independent learning center; third, a formal education center; and fourth, a community activities center

respectively.

An analysis of the information gathered for this report finds that the library has made significant strides in the 1980's. However, national and state economic trends jeopardize the library's ability to continue. To ensure that the library meets the demands of the community as it approaches the 21st century, it must secure adequate municipal funding and pursue alternative funding sources.

The library's success in the 1990's hinges on adequate funding. It is only with increased funding that the library can strive to meet Massachusetts Library Association's Standards for Children's Services. It is only with adequate funding that the library can continue to expand and improve its collection, services, and facilities. Increased funding for materials to support the students needs are essential, particularly with cuts suffered in Millbury's school libraries. Adequate funding is necessary to expand staff to replace temporary senior aid positions that the library has grown to depend on, and to keep up with the increased volume of business.

The library must understand its role in the community. It must resist the temptation to overextend itself beyond its own resources. It must draw from available resources to improve and enhance its performance. To do this the library needs to develop new and creative approaches to providing library and information services. For example, the library must cooperate with other libraries and institutions and together work towards mutual goals. It must find ways of maximizing and improving the use of available space to accommodate expanding and overcrowded collections and service areas.

The library must evaluate and re-interpret its governing documents that include by-laws and policies in relationship to library services today and in the future. Further, there is a need to develop an ongoing process of evaluating progress toward meeting goals and objectives established in current and future planning documents.

Improvements and changes in library services and operation are dependent upon a Board with an understanding and vision of the future of library services, and an administration that can translate its vision into a clear pathway for a dedicated and well trained staff to follow. Movement in this direction cannot be made without a firm plan of service that looks ahead into the future, and without the support of the community and adequate funding from both municipal authorities and outside funding sources.

MILLBURY PUBLIC LIBRARY
MISSION STATEMENT

The Millbury Public Library is a small public library located in the town of Millbury, a suburban community 8 miles southeast of the city of Worcester and forty miles east of Boston.

The library's primary role is as a popular materials library. Its secondary role is that of an independent learning center, and, thirdly, as a center for formal educational support. The library's largest user group is adults. Children through age twelve make up the next largest group of library users with young adults a close third.

As a popular materials library, the Millbury Public Library provides a collection of materials and services catering to the popular reading, viewing and listening tastes of the community. As an independent learning center, it provides an up-to-date collection of non-fiction materials. Lastly, it provides materials that support the formal educational needs of Millbury students through grade twelve. These collections and services are supplemented by materials and services provided by the Central Massachusetts Regional Library System. The board of trustees, director and staff subscribe to the concept of freedom of information and the spirit of cooperation with the Central Massachusetts Regional Library System and other institutions in making these library services available to the Millbury community.

Library services and operations are not static. Recognizing this, at the close of each fiscal year, this plan will be evaluated to assess the library's progress in reaching its goals and objectives. During this evaluation process, adjustment in the goals and objectives can be made as considered necessary by the Director and/or Board. Work on the next Small Libraries Planning Process will begin in FY'94.

MILLBURY PUBLIC LIBRARY
FY'92-95 GOALS AND OBJECTIVES

GOAL I. To improve funding support for library

Objective 1: To increase municipal funding of materials so that materials continue to account for 16% of the total budget, for approval in May, 1995.

- Activity 1- Review LIG/MEG standards
- Activity 2- Recommend increase to annual budget
- Activity 3- Seek approval from funding authorities

Objective 2: On an ongoing basis, seek alternative funding outside municipal sources to develop, enhance and supplement the library's collection, services and facility starting in September, 1991

- Activity 1- Work with endowment committee and Friends on endowment fund raising campaign planned for September, 1993
- Activity 2- Seek and apply for grant funding on an ongoing basis

GOAL II. Improve overall library services to the community

Objective 1: Revise and update all documents governing library services by June, 1993

- Activity 1- Form a committee of two trustees and director to review policies and make recommendations for changes, additions and deletions
- Activity 2- Write job descriptions with the assistance of personnel committee

Objective 2: Develop a program to encourage volunteerism in the library by October, 1993

- Activity 1- Form a volunteer development program committee
- Activity 2- Develop projects
- Activity 3- Create volunteer job descriptions
- Activity 4- Launch volunteerism campaign

Objective 3: Explore option of expanding staffing to include two part time library aid positions to meet growing library use. Seek approval by May, 1995.

- Activity 1- Determine additional staff needs
- Activity 2- Recommend staff increases on annual budget
- Activity 3- Prepare presentation to finance committee

Objective 4: Develop two inhouse staff development training programs to improve and enhance skills, knowledge and abilities by June, 1992

Activity 1- Determine staff training needs
Activity 2- Prepare presentations
Activity 3- Schedule staff for training sessions in July, November or December

Objective 5: Make up-to-date community information available to the public by October, 1994

Activity 1- Develop a volunteer position to create a community information center in January, 1993
Activity 2- Produce a regularly updated booklet on community information and a database service in August, 1993

Objective 6: Review and revise public relations policy and procedures by October, 1993

Activity 1- Form a committee of director, Friend, and children's librarian to determine public relation needs
Activity 2- Develop public relations policies
Activity 3- Update 1987 public relations program

GOAL III. Expand and improve automation projects and activities used in library operations and services

Objective 1: Update children's patron access computer equipment by June, 1994

Activity 1- Determine computing needs of children
Activity 2- Evaluate computer systems to meet needs
Activity 3- Compare prices from at least three vendors
Activity 4- Purchase equipment

Objective 2: Improve access to bibliographic information via Patron Access Computerized Catalog by June, 1993

Activity 1- Improve quality of information in the computerized catalog
Activity 2- Add one patron access terminal for adult computerized catalog
Activity 3- Add a printer to children's patron access catalog
Activity 4- Develop library user programs on using patron access catalog

Objective 3: Expand CD-ROM software collection by adding two reference items to collection by June, 1993

Activity 1- Determine patron needs
Activity 2- Match available software to needs

Activity 3- Compare prices on software providing similar information
Activity 4- Purchase software
Activity 5- Develop student library programs to help patrons access information using CD-ROM

GOAL IV. Improve building conditions to better service patrons and support the work related activities of staff and volunteers

Objective 1: Explore the possibility of increasing the storage space by 5% by June, 1994

Activity 1- Develop a new floor plan that better enables staff to monitor activities and service students during after-school hours
Activity 2- Create more space for storage and workroom areas
Activity 3- Explore the option of obtaining offsite storage space in town department buildings

Objective 2: Create and improve existing signage throughout the building to assist patrons in finding information and services by June, 1992

Activity 1- Inventory current signs
Activity 2- Determine signage needs
Activity 3- Request signs from Regional and outside sources

Objective 3: Explore the option of providing a public pay phone and water fountain by February, 1992

Activity 1- Determine cost
Activity 2- Determine location
Activity 3- Recommend funding in annual budget
Activity 4- Prepare presentation for finance committee

Objective 4: Explore the option of replacing outdated phone equipment used for library business by May, 1995

Activity 1- Determine library needs
Activity 2- Examine phone systems and their costs
Activity 3- Recommend funding with warrant article
Activity 4- Prepare presentation for capital budget committee

GOAL V. Improve children's and young adult collections and services

Objective 1: Develop two staff development programs specifically for children's room staff by June, 1992

Activity 1- Determine staff training needs
Activity 2- Prepare presentations
Activity 3- Schedule staff for training sessions in December, May or June

Objective 2: Update children's non-fiction and reference collection to better support needs of students through grade twelve and special interests by October, 1993

Activity 1- Weed collection of dated, worn and unused books
Activity 2- Select materials using review sources
Activity 3- Order materials from appropriate vendors

Objective 3: Meet Children's Library Services Standards by June, 1995

Activity 1- Review and revise children's programming policy and services
Activity 2- Explore the option of upgrading children's librarian's position upon obtaining Master's Degree in Library Science
Activity 3- Increase children's room hours to the same as adult services hours
Activity 4- Review collection development policy in relationship to children's collection and make recommendations

Objective 4: Explore the option of creating a young adult services position by May, 1995

Activity 1- Determine young adult staffing needs
Activity 2- Include young adult position in annual budget
Activity 3- Prepare presentation for finance committee

GOAL VI. Develop cooperative relationships and activities among other libraries and institutions

Objective 1: Develop cooperative programs and activities with Millbury schools by March, 1995

Activity 1- Develop working relationships with teachers in Millbury schools
Activity 2- Develop cooperative programs with community groups and organizations
Activity 3- Find alternative after school activities for unattended children

Objective 2: Develop cooperative programs with other Central Massachusetts public libraries by June, 1995

Activity 1- Form a committee of Regional libraries interested in various cooperative efforts
Activity 2- Develop strategies for cooperative activities

MILLBURY PUBLIC LIBRARY
PLAN REVIEW AND REVISION

Millbury's Small Libraries Planning Process looks at goals for the library from FY'92 to FY'95. Progress in meeting goals, as measured by achieving objectives and completing activities, will be evaluated by the library director and the board of library trustees on the anniversary date of the plan's implementation. This evaluation may result in the addition, deletion, or revision of objectives and activities in response to changes and new developments. During FY'95 a new plan based on this one with new goals and objectives will be developed and implemented.

GOALS AND OBJECTIVES
July, 1993- June, 1995

GOAL I. To improve funding support for library.

Objective 1. To increase municipal appropriation to meeting state standards (on going)

Objective 2. On an ongoing basis, seek alternative funding outside municipal sources to develop, enhance and supplement library's collection, services and facility. (on going)

GOAL II. Improve overall library service to community

Objective 1. Review and update all documents governing library services by June, 1995

Objective 2. Develop a program to encourage volunteerism by October, 1993.

Objective 3. Explore option of expanding staffing to include two part time library assistant position by May 1995.

Objective 4. Develop four in-house staff development training programs to improve and enhance skills, knowledge and abilities two programs to occur in 1993 and two in 1994.

Objective 5. Make up-to-date community information available to the public by October, 1994.

Objective 6. Review and revise public relations policy and procedures by October, 1993.

Objective 7. Create collection development policies as per BLC standards by October, 1994.

Objective 8. Organize a committee to explore the possibility of updating Millbury's town history by December, 1994.

GOAL III. Expand and improve computer operations for library and patron services.

Objective 1. Update children's access computer equipment by June, 1994.

Objective 2. Improve access to bibliographic information via OPAC by June 1993.

Objective 3. Expand CD-ROM software collection by adding two reference items to collection by June, 1993.

GOAL IV. Improve building conditions to better serve patrons and support work related activities of staff and volunteers.

Objective 1. Make a public pay phone available on library grounds by June, 1992

Objective 1. Install security and library materials theft detection system by March 93.

Objective 1. Increase storage space by 5% or more by June 1994.

Objective 2. Make ADA "readily achievable" improvements as outlined in MPL ADA committee report by March, 1994.

Objective Develop an emergency/disaster plan by November, 1994.

Objective 3. Develop a building program for an expansion/renovation project by May, 1995.

Objective 4. Replace outdated phone equipment by May, 1995.

GOAL V. Improve children's and young adult collections and services

Objective 1. Create two staff development programs specifically for children's room staff by June 1992.

Objective 2. Update children's/ya nonfiction and reference collection to better support needs of students through grade twelve .

Objective 3. Meet standards for Children's Library Services by June, 1995.

GOAL VI. Develop cooperative relationships and activities among other libraries, institutions and businesses

Objective 1. Develop cooperative programs and activities with schools (on going)

Objective 2. Develop cooperative programs with other Central Massachusetts public libraries (on going)

MILLBURY PUBLIC LIBRARY
ACTION PLAN FOR
FY95 & FY96

Starting with the library's 1986-91 Development plan and each year after, the library annually reviews and updates its long range goals and objectives. In a presentation to the Board of Trustees, the Director details what goals and objectives have been met and recommends new ones for the upcoming year(s). This is typically done on a calendar year basis.

In an effort to fulfill BLC requirements of providing an up-to-date action plan, below is the Millbury Public Library's goals and objectives through FY97.

GOAL I. To improve funding support for library

Objective 1: On an ongoing basis seek approval for increases in municipal funding of materials to meeting LIG/MEG standards

- Activity 1- Review LIG/MEG standards
- Activity 2- Recommend increase to annual budget
- Activity 3- Seek approval from funding authorities

Objective 2: On an ongoing basis, seek alternative funding from outside sources to develop, enhance and supplement the library's collection and services

- Activity 1- Work with endowment committee and Friends on endowment fund raising activities
- Activity 2- Seek and apply for grant funding, gifts and donations from businesses and foundations, etc.

GOAL II. Improve overall library services to the community

Objective 1. Review and update all documents governing library services (June, 1995)

- Activity 1- Form a committee to review policies and make recommendation
- Activity 2- Seek approval for policy recommendations from full Board

Objective 2. Rewrite collection development polices as to meet BLC requirements for grant funding requirements (January, 1995)

- Activity 1- Develop staff committee to draw up initial collection development policies
- Activity 2- Work with Policy Review committee to review policy
- Activity 3- Seek approval for policy

recommendation from full Board

Objective 3. Develop public electronic information services plan (December, 1995)

- Activity 1- Stay current with advances in electronic information services and products electronic services available to public
- Activity 2- Organize committee to explore affordable options
- Activity 3- Make recommendations to Board
- Activity 4- Secure public support and funding

Objective 4. Review and update automation plan (April, 1995)

- Activity 1- Form a planning committee
- Activity 2- Secure help of Regional consultant Eric Graham
- Activity 3- Seek approval of plan from Board

Objective 5. Organize volunteer to attach local holdings to CW/MARS (February, 1995)

- Activity 1- Resolve barcode compatability issues
- Activity 2 Recruit volunteers
- Activity 3- Train, schedule and supervise volunteers

GOAL IV. Improve building conditions to better serve patrons and support work related activities of staff and volunteers

Objective 1. Develop a building program to meet future community needs for library operations, services and collection (August, 1995)

- Activity 1- Conduct focus groups
- Activity 2- Form building committee
- Activity 3- Write building program
- Activity 4- Seek full Board approval
- Activity 5- Draw up architectural plans

Objective 2. Gain commitment of appropriation from town for building program (November, 1995)

- Activity 1- Mount a public relations campaign
- Activity 2- Meet with key groups and organizations for community support
- Activity 3- Meet with key people in local government for political support
- Activity 4- Seek approval at November special town meeting

Objective 3. Submit letter of intent to BLC (January, 1996)

- Activity 1- Write letter of intent

Objective 4. Submit grant proposal (March/April, 1996)

Activity 1- Organize grant writing committee
Activity 2- Delegate portions for writing and/or editing
Activity 3- Pull grant together
Activity 4- Meet deadline

GOAL VI. Develop cooperative programs of service and activities among other libraries, institutions and businesses

Objective 1. Work towards the creation of a Millbury public school/library union catalog (June, 1995)

Activity 1- Form an automation committee between schools and library
Activity 2- Assist in seeking funding including grant research and writing
Activity 3- Seek approval from library/school boards

Objective 2. On an ongoing basis participate in cooperative administrative activities and service programs with other Central Massachusetts public libraries

Activity 1- Attend Regional meetings
Activity 2- Cooperative in developing strategies for cooperative activities

Objective 3. Organize Blackstone Valley Libraries to participate in cooperative service and public relations efforts (September, 1995)

Activity 1- For a committee of librarian to of Blackstone Valley librarians

Objective 3. Develop at least one mutually beneficial cooperative program or activity with business community

Activity 1- Form a committee to include small businesses
Activity 2- Develop program/activity
Activity 3- Promote above

MILLBURY PUBLIC LIBRARY
FY97 GOALS & OBJECTIVES

Goal: Expand the library's facility to meet the library and information of the Millbury community for the next twenty years.

Objective: Secure approval at town meeting to appropriate 40% of the project cost for building/renovation project
- Activity 1 - Lobby town officials for their support
- Activity 2 - Launch push for community support
- Activity 3 - Prepare town meeting presentation

Objective: Raise the balance of the 20% of the project cost for building/renovation project
- Activity 1 - Complete fund raising campaign for "bricks and mortar"
- Activity 2 - Complete fund raising campaign for furnishings

Objective: Complete bidding processes for construction phase of building/renovation projects
- Activity 1 - Complete final drawings
- Activity 2 - Develop bidding documents
- Activity 3 - Go out to bid

Objective: Complete two thirds of the construction phase of building/renovation project
- Activity 1- Hire contractor(s)
- Activity 2 - Break ground on project
- Activity 3 - Monitor building progress

Goal: Improve overall library services and collection to community

Objective: Evaluate and update governing documents and policies concerning collection development and library services
- Activity 1 - Meet with policy & by-law review committee
- Activity 2 - Meet with staff with work in progress
- Activity 3 - Seek final approval
- Activity 4 - Establish new rotating review procedure

Objective: Review, evaluate and update social sciences and natural sciences collections and other portions of collection as necessary
- Activity 1 - Meet with children's librarian
- Activity 2 - Evaluate and target collection development areas

Activity 3 - If necessary, seek alternative funding sources

Objective: Establish FY98-FY2000 collection development schedule
Activity 1 - Access Fy95-FY97
Activity 2 - Conduct collection development evaluation
Activity 3 - Review children's/adult collection evaluations

Objective: Hire part time library assistant in children's room
Activity 1 - Research and prepare justification
Activity 3 - Seek approval from Board
Activity 4 - Seek approval from Personnel

Goal: Millbury residents have electronic access to 100% of the MPL print collection through C/WMARS and MLIN.

Objective: Input all print materials into C/WMARS within fourteen days of inputting into Winnebago
Activity 1 - Recruit and train volunteers
Activity 2 - Oversee process

Objective: Download from Winnebago onto C/WMARS from MPL on-line affiliate station using Winnebago microlif disk
Activity 1 - Work with other stand alone to lobby for developing and implementing process on C/WMARS end

Objective: Add additional ports for inputting materials on C/WMARS without using patron access computer
Activity 1 - Determine cost
Activity 2 - Seek funding

Objective: Provide training to public on accessing MPL collections through internet
Activity 1 - Recruit and train volunteers to conduct one-on-one tutorial sessions
Activity 2 - Prepare and offer on and offsite group training sessions

Objective: Promote electronic access to community
Activity 1 - Develop promotional materials
Activity 2 - Plan activities

Goal: MPL and Millbury School, municipal government, and Regional along with other groups and institutions work together on cooperative efforts to support mutual needs

Objective: Work towards the creation of a Millbury public school/library union catalog

Activity 1 - Organize a committee to include technology school media specialist and media librarians
Activity 2 - Seek Board and School Committee approval
Activity 3 - Seek funding sources

Objective: On an ongoing basis participate in cooperative administrative activities and service programs with Central Massachusetts public libraries

Activity 1 - Attend regional and other meetings
Activity 2- Work in committee structure to develop service and technology programs

Objective: Network with municipal offices to communicate and share information for administrative purposes

Activity 1- Conduct a needs assessment
Activity 2 - Determine availability and compatibility of resources and technology
Activity 3 - Seek Board approval and funding

9/95

Millbury Public Library focus group
Tuesday, June 21, 1994

1. What are the needs and concerns of people living in Millbury? What do you project future needs and concerns to be?

Current needs/concerns:
- funding for services
- concern about the need for quality schools
- the town should focus its priorities; several projects are started and not completed.
- "We're shooting ourselves in the foot by keeping taxes low."

Future needs/concerns:
- technology: the town departments should be electronically linked, especially the town and school libraries.
- the youth center needs strong programming
- "We need to do something about our image!"
  Use mill town history as a strength to improve image.
- each student should be individually prepared for a life that takes advantages of academic/technical abilities. Library should play a strong role in this.

2. Why do you use the library? Why not?

- services for children are wonderful, including passes to museums, materials, the computer, and Elaine! It's a comfortable, safe environment.
- I like having a separate space for children.
- The library in our community plays a powerful role in getting children ready for school. The social experience of story hour and the chance to use books all contribute.
- "I used the library for myself for books, then found children's programs. The kids love it!"
- "The library is a source of information. I have a learning disabled daughter, and I can have access to information from across the country at my fingertips. The children's room is safe, warm and productive. Elaine is always ready to help."
- I have problems using the computer --it's not easy. Kids have to have their hands held as they try to find information because the catalog's not friendly." (There was general consensus on this issue.)
- We like the air conditioning is summer. It's a place for a rainy day. Kids love the [public access] computer. I like the tapes.!

3. How has the library been successful or unsuccessful in satisfying the community's needs / your needs?

- Need to improve public awareness. Let people know what's here. We need more communication!
- High school kids never use the library. Why not? We need expanded youth service to reach kids aged 11+.
- We need more materials, especially more copies of bestsellers.
- We need more space: open space for kids to play/learn in.

- We need quiet space. I can't read here, it's too noisy.
- We need a better and bigger periodical area.

4. Where do you / others satisfy information needs? Do you go to the library first? If not the MPL, then which library do you use and why?

I hesitate because:
- I have trouble getting copies of first-run novels here.
- I get frustrated trying to help kids with school reports.
- If my kids have reports, I start with magazines and the encyclopedia at home, then the school library, then either this library or UMASS.
- We don't necessarily need more reference information here, but we need better access to it -- CDROMS or electronic?
- We need faster access to information that's not in our library. Kids don't have a 2-week lead time for ILL.
- The computer catalog is too tough to use.
- Kids need more/better library instruction.

Others hesitate because:
- The hours aren't sufficient. We need more weekend hours and hours that respond to working parents.
- We need early morning hours. I'm out and about and want to use the library earlier than 10:00 a.m.
- They might not know what the library has to offer. We need more publicity! Consider highlighting more parts of the collection, as old and new materials, classics.

Which library do you use? Why?
- I've used Boston and Cambridge libraries.
- This library does not have the materials I expect it to.
- My neighbor goes to Worcester for information. We need better/faster ILL.
- As a student, I used the school libraries.
- I look for a more conducive research environment.

5. What would you like to see in the future?
- The library doesn't have to have everything, just be able to get it quickly.
- More open space for children.
- Program space for children and adults.
- A movie theater with equipment that works. I came to a film and the projector broke 4 or 5 times. We finally had to see a video.
- More authors, guest speakers, information nights. Space for all this!
- Concurrent adult and children's programs so that the whole family can be engaged.
- Fix the heat! It was awful here for a while in the winter.
- Internet access.
- A quiet study room.

Millbury Public Library focus group
Thursday, June 23, 1994

1. What are the needs and concerns of people living in Millbury? What do you project future needs and concerns to be?

Current needs/concerns:

- education
- safety; I want to know it's safe for my 10-year old to be on her own here.
- library should be on the cutting edge of technology
- services for youth: "After 8th grade, kids in Millbury feel that the library has nothing."
- the library needs word processing access that is compatible with the high school
- better communication among librarians and teachers

Future needs/concerns:

- what's the library's role in the future? " I believe the library can play a strong social role in the community."

2. Why do you use the library? Why not?

- best sellers
- self-employed husband needs business resources
- my kids come for reading material
- videos, but collection needs to be newer
- storytime, general and summer programs for kids
- art shows
- "I've used the meeting room several times for campfire meetings."

3. How has the library been successful or unsuccessful in satisfying the community's needs / your needs?

- "We need a quiet study area. When I needed quiet, I went to Auburn."
- not enough sitting area for reading
- we need a public resume center and a place to type
- the library should network with schools to use CDROMS, electronic media and books
- children's programs can't accommodate enough kids because there's no space
- there's no space for messy projects or projects that need to be left out
- "I'd like an area for moms to go during storytime where they can drink coffee and talk."
- "There's no place for staff to go and work without interruption."
- need wider adult video collection with more new videos
- we need programs for adults
- how about concurrent adult and children's programs -- something for everyone?
- book discussions
- library does a great job with senior citizens with delivery and large print books
- need assurances of safety
- need audio CD's
- we need better access for those with physical disabilities -- wide aisles --more space

4. Where do you / others satisfy information needs? Do you go to the library first? If not the MPL, then which library do you use and why?

I hesitate because:

- Our library is too noisy. Even the doors close loudly. We need noisy and quiet spaces.
- In the winter, the walkway is icy and dangerous. It needs to be regraded.

Others hesitate because:

- high school kids think the library doesn't have what's needed. We need better communication about what's here.

Which library do you use? Why?

- If I need information, I go to the library first and the bookstore second.
- I use the school libraries for "technology stuff."
- People from W. Millbury go to the Auburn library

5. What would you like to see in the future?

- a new library with a walkway connecting to the old one
- a separate facility for children
- my daughter would like the library to be like Riverside
- more display space. Books facing out would help my children to make their selections more easily.
- hands-on stations for activities for kids, for example, for origami.
- more new materials on hot topics. My child can't find any new material on his favorite topics (including racing cars).
- collections up-to-date, with old material gone
- color copier
- Computers with CDROM products. Enlist high school students to do training.
- more staff and space
- more attention to local history and the Blackstone valley. The library can be a source of pride in our hometown. We need postcards of Millbury.
- library could collect oral history. Make material in Asa Waters accessible from library.
- library should organize Blackstone tours, currently being done by Broad Meadow Brook Audubon.
- WE NEED SPACE!
- "There are a lot of people who haven't tapped into the library. If you don't have children' you don't get into the MPL habit. I bet couples on our street have never been inside the building."
- The library needs more advertising, community meetings, and courses for the elderly on how to use the computers.
- Try going in person to meet with groups, especially the elderly.
- We need more step-up reading books and author displays.
- Better hours: more Saturday hours and earlier in the day. 10:00 is too late – how about before school hours?
- "I'm encouraged that the library is doing this. I can't believe a town could not support its library – it's the heart of the community."

Focus Group Meeting
June 22, 1994

1. What are your need or concern?

* On-line computer
* More large print books
* Video projectors and more educational videocassettes for loan and programs
* Larger reference collection for students
* More periodicals
* More museum passes
* Disability resource section -- access, equipment, education issues
* Larger space for young adults --comfortable place to sit
* Exhibits --plus buying materials to support them
* Section on history of Millbury
* More cooperation with schools
* On-line access to periodicals

#2. Why do you use library or why not?

* Borrows 3/4 books a week
* Uses for college support (Worcester State College -night courses and ILL
* Read best sellers and novels; research and magazines
* Non-fiction - library does a good job; also borrows books and cassettes for children (2and 5); commutes to Boston so also listens to Books on Tape -- was thrilled when he discovered the regional audiocassettes catalog a short while ago!
* Ill; also uses tapes while walking --the library has enriched her life
* Craft books and tapes
* Reading

#3. Has the Library been successful/unsuccessful meeting community needs?

* Programs are great-- both adult and children
* Need more PR --people don't realize what the library has for example Ill, reference, tapes
* Exhibits and talk shows
* Children's library
* Adults -- not enough books on a particular subject
* Roe's column is great!
* Children's display and shows
* Author series was wonderful

#4. What are one reason for not using the library?

* can't get there--transportation
* some people just don't read
* attitude --shh--like going to school
* open windows --community place
* people don't read --rent videos for recreation
* people are working longer hours -no time
* library need different hours 9-8:30? Saturday is a key day to be open --maybe do a survey to determine hours.
* computer
* dispel the image that the library doesn't have what we want
* need to let people know what a library is?
* hard for young families as most parents work or one parent works two jobs --children's activities are great
* books sales are good
* subscribe to more magazines
* if a person can't find a book --they are too impatient and won't come back
* attitude -- afraid to ask for help

#5. Where do people go to get information?
* Ask family, newspapers
* First call and phone books
* TV and computer bulletin boards; computer services such as Compu-Serve
* museums
* ask neighbors
* magazines for information
* looking at books you own

Do you use another library?

* Auburn --has a larger book collection; and more professional magazines such as Forbes, business magazines
* Worcester -- resources not in Millbury/not safe in library
* Worcester--professional volunteer showed her around the library and explained the different services
* Auburn -- larger collection and you can renew books over the phone
* Holden, Clark University, Art Museum for resources
* Worcester State College --for course support and magazines
* Worcester --for reference; U Mass Medical and Memorial Hospital for women's medical resources
* Worcester --genealogy, town history as well as Leicester and Spencer -- uses microfilm

5-6!

#6. What collections or services would you like

* book discussion groups such as Great Books; liked travel series
* with assistive devices-the hard of hearing can now join such groups
* have a forum of local and political issues-the library would be the source of unbiased information
* more non-print

BOARD OF LIBRARY TRUSTEES,
TOWN OF MILLBURY
REQUEST FOR PROPOSAL
FOR PRELIMINARY DESIGN STAGE OF
PUBLIC LIBRARY CONSTRUCTION/RENOVATION PROJECT

The Millbury Public Library Board of Trustees invites proposals for schematic drawings and plans appropriate for presentation for a public library building addition renovation project located at 128 Elm Street, Millbury, MA. Schematic drawings and plans are to include:

1. Floor plans with furnishing and equipment layout
2. Tabulations of square footages called for in library building program statement and comparison to square footages shown on architectural plans
3. Tabulations of number of books, magazines and audio-visual materials called for in library building program statement in comparison to square footages shown on the architectural plans and elevations
4. Cost estimates
5. Site plan with parking, grading, building location and designation of utilities (1" = 40 ft or larger)
6. Subsurface soil analysis documenting the appropriateness of the site for construction. Documentation must include:
   -results of soil boring tests or
   -certification from state from geotechnical consultant that solid will support the proposed building.
7. Map showing existing site
8. Three dimensional model of proposed project for display and presentation purposes.

Building program statement draft copies available upon request.

All notes, records, work sheets, drawings, correspondence and all other products resulting from the operation of the designer under this RFP shall become the permanent property of the Millbury Board of Trustees, and final payment by the town to the designer shall be withheld until all such property is transferred by designer to Board.

The selection of an designer will be made no later than August 31, 1995.

Evaluation of responding firms will be based on the following criteria:

1. Specific Qualifications: Designer intending to perform the work must be a register architect according to Massachusetts State law. Designer must list the names of consultants which he or she plan to use. It must be indicated how the designer intends to perform the work, i.e. as an independent company, partnership, joint venture, etc. Qualification, summary resumes, and experience and assignment to the project must be included for consultants and key staff working on project. The project manager shall be named. Designer must be familiar with

Massachusetts Public Construction Laws and laws governing state and federal handicapped accessibility. Designer must be available to attend local meetings.

Professional liability insurance will be required. Designer will be required to certify in writing that he/she has complied with State tax laws. Designer will be required to certify that information provided is correct, under penalties of perjry.

2. Experience: Prospective designers shall demonstrate a working involvement in the design and of public library buildings. A list of all public projects undertaken in Massachusetts with in the past five years and any other projects similariar to the project descriped in this RFP shall be submitted. This section shall also identify the key personnel (specifically those proposed to be assigned to the project) who were involved in recent projects and their roles in these projects.

References shall include the persons repesenting the owner and general ontractor for each of five similiar porjects your firm has accomplished in the past five years. Include contact names, address and phone number. Indicate the individuals on your staff who had responsibility for each project and whether or now these people are still with your firm.

3. Recommended Procedure and Time Table: The proposal shall include the designers suggested procedures to carry out the work as described in the scope of services. They shall include an estimated time of completion for each phone of the work required.

4 Project Deadline. Capacity and capability to perform the work on schedule.

The Library reserved the right to reject any or all proposals received, and to void. No costs of preparing the response to this RFP will be paid by the Library.

The Library reserves the right, in its sole discretion, to seek an independent review by a knowledgeable and competent individual or business of the feasibility designer's work to ensure its reasonableness and adequacy. Subsequent to any such review, the Library may allow the feasibility designer to continue on the project through the design and/or construction management phases as allowed by G.L. c.7 section39H.

The Board of Trustees will seek public support and funding at the 1997 annuual meeting for the fiscal year 1997/98. The Library will submit to the Massachusetts Board of Library Commissioners a grant proposal for competitive state grant funding for a substancial portion of this project.

Please furnish 4 copies of your submittal to the attention of the Millbury Public Library Building Committee by July 6, 1995 at 4pm. Proposals received after the time deadline for submission will not be considered. A minimum of 3 firms will be selected for personal interview. You will be notified by August 31, 1995 of the results of the initial screening

process. If you are selected for interview, you will be expected to provide a presentation of your approach to the project during an the interview.

A public information session is scheduled for June 19, 1995 at 11am You may direct any questions or schedule project site visits by contacting: Rosemary Waltos at (508) 865-1181. Public information session and scheduled site visits are considered supplemental to this RFP.

The Town of Millbury is considered an E.E.O.C. employer.

5/15/95

CR1 CENTRAL REGISTER - DESIGNER SERVICES June 1, 1995 Vol. 13, Issue 23

Public projects where the construction cost is estimated to exceed $ 100, 000. Published two weeks prior to application deadline.

AUTHORITY
agency, municipality or district; contact person, address and telephone

Town of Mansfield
Water Dept. 50 West St. Mansfield,Ma. 02048
David Archard
261-7276

PROJECT Request for Qualifications(RFQ) Design Services for the Relay of the Foolish Hill Water Main

PROJECT PROGRAM AVAILABLE
where and when

RFQ available at the above address immediately.

ESTIMATED CONSTRUCTION COST

TIME PERIOD FOR COMPLETED PROJECT

BRIEFING SESSION *where and when*

SCOPE OF WORK

SPECIFIC DESIGNER SERVICES
__Architect __Landscape Architect
_X_Engineer __Land Surveyor
__Planner __Programmer
__Space Planner __Project Manager

DESIGNER'S FEE
__Set *specify amount*
__Negotiated

ADDITIONAL INFORMATION

DEADLINE FOR APPLICATION FORM

RFQ due June 16, 1995 at 3:00 p.m.

AUTHORITY
agency, municipality or district; contact person, address and telephone

Millbury Public Library
128 Elm Street.,
Millbury, MA 01527
Rosemary Waltos, (508)865-1181

PROJECT
Architectural feasibility study for renovation and addition to the Millbury Public Library

PROJECT PROGRAM AVAILABLE *where and when*

Millbury Public Library
128 Elm Street
Millbury, MA 01527
Tues-Thur 10-8; Fri 10-6

ESTIMATED CONSTRUCTION COST

TIME PERIOD FOR COMPLETED PROJECT
November, 1995

BRIEFING SESSION *where and when*

June 19, 1995 at 11am
Millbury Public Library
128 Elm St. Millbury

SCOPE OF WORK

Develop feasibility study for renovation and expansion of library building.

SPECIFIC DESIGNER SERVICES
_X_ Architect __ Landscape Architect
__ Engineer __ Land Surveyor
__ Planner __ Programmer
__ Space Planner __ Project Manager

DESIGNER'S FEE
__Set *specify amount*
_X_Negotiated

ADDITIONAL INFORMATION

DEADLINE FOR APPLICATION FORM
date and time
July 6, 1995 at 3pm

---

agency, municipality or district; contact person, address and telephone

Nauset Regional High School
Building Committee
78 Eldredge Park Way
Orleans, MA 02653
(508) 255-8800

Construction and Renovation
Nauset Regional High School

PROJECT PROGRAM AVAILABLE
where and when

Central Administration Office
June 26, 1995

ESTIMATED CONSTRUCTION COST

$9,400,000.00

TIME PERIOD FOR COMPLETED PROJECT

BRIEFING SESSION *where and when*

N/A

SCOPE OF WORK

Clerk of the Works

SPECIFIC DESIGNER SERVICES
__Architect __Landscape Architect
__Engineer __Land Surveyor
__Planner __Programmer
__Space Planner __Project Manager

DESIGNER'S FEE
__Set *specify amount*
__Negotiated

ADDITIONAL INFORMATION

Services as required
No later than July 31, 1995

DEADLINE FOR APPLICATION FORM
date and time

June 16, 1995

PROPOSAL EVALUATION

Firm_____

Evaluator_____ Date_____

	Possible Points	Warded Points	Comments
1. Professional background & strength of past experience of each person of the firm & and each consultant to be assigned to project.			
2. Capacity and capability of firm to perform work on time			
3. Past record of performance on municipal projects i.e. control of costs, quality of work & ability to meet schedules.			
4. Proximity to or familiarity with Mulberry/Central Mass.			
5. Amount of support service			
6. Amount of recent projects			
7. Proposal presentation			
8. Amount of Ma. library projects			

REFERENCE CHECKS

Firm_____ Date_____

Reference Source_____

Contact Person_____ Phone_____

1. What was your project?

2. When was it completed?

3. What did the above firm do for you?
1)Design work; 2) construction phase services; 3) studies; 4)other(specify)

	5 Excellent	4 Good	3 Average	2 Fair	1 Poor
4. Who worked on the project and where you satisfied w/ their work?					
6. Was project started on time?					
7. Was it completed as planned?					
8. Did it come in on budget?					
9. Did you have a good working relationship with firm?					
10. What is your overall evaluation of firm based on your experience?					
Total					

Interview schedule

Galliher, Bariar and Best	July, 24 at 5:45pm
Anthony Tappe' & Assoc.	July, 24 at 6:45pm
Strekalovsky & Hoit	July, 24 at 7:45pm
Stephen Hale & Assoc.	July 25 at 6:00pm
Stahl	July 25 at 7:00pm
Mahong Wong	July 25 at 8:00pm

If I don't hear from you. I'll see you at 5pm on June 24. The library is closed on Mondays, but I will have the back door open. We will probably be eating in Children's Room.

****

INTERVIEW QUESTIONS:

1. What advantage does the size of your firm bring to this project?

2. Would you go into detail on the process you would use in working with staff, committee, trustees and town to develop the design and plan for the library?

follow up: How would you present the plans to an economically strapped town?
Is there an upward limit to the number of meeting that you will attend under this contract?
Describe the presentation materials that would be used?

3. Discuss the problems and design tradeoffs you expect to encounter at this site.

4. What strength do you bring to the very competitive MBLC grant process? Have you been through this process?

follow up. How many projects of yours were included in the 1995 grant round?
How many projects of yours do you expect to be in the 1996 grant round?

5. How do apportion your time between this and other projects?
follow up: How much time do you yourself plan to spend on this project?
What is the point where you hand off the project to an associate?

6. How close have your other projects come in close to budget? What is the process you use for estimating costs?

ARCHITECT INTERVIEW SCORE SHEET

FIRM_____ DATE_____ TIME_____

CATEGORIES	POSSIBLE POINTS	POINTS AWARDED
1. Firm Size	_____	_____
2. Understanding of small public libraries	_____	_____
3. Grasp of project requirements	_____	_____
4. Firms experience designing for public libraries	_____	_____
5. Experience of key personnel designing public libraries	_____	_____
6. Level of interviewee's involvement	_____	_____
7. Creativity and problem solving ability	_____	_____
8. Responsiveness and compatibility with committee and director	_____	_____
9. Availability of in-house/consultant resouces	_____	_____
10. Experience in MBLC grant process	_____	_____
11. Public Speaking abilities	_____	_____
12. Reference check	_____	_____
GRAND TOTAL		

Reviewer_____

GROUP ARCHITECT INTERVIEW EVALUATION FORM

	Galliher	Tappe'	Strekolovsky	Hale	Stahl	Mahong
Joan	_____	_____	_____	_____	_____	_____
Tom	_____	_____	_____	_____	_____	_____
Jennifer	_____	_____	_____	_____	_____	_____
Eric	_____	_____	_____	_____	_____	_____
Roe	_____	_____	_____	_____	_____	_____
GRAND TOTALS	_____	_____	_____	_____	_____	_____

Divide by number of interviewers

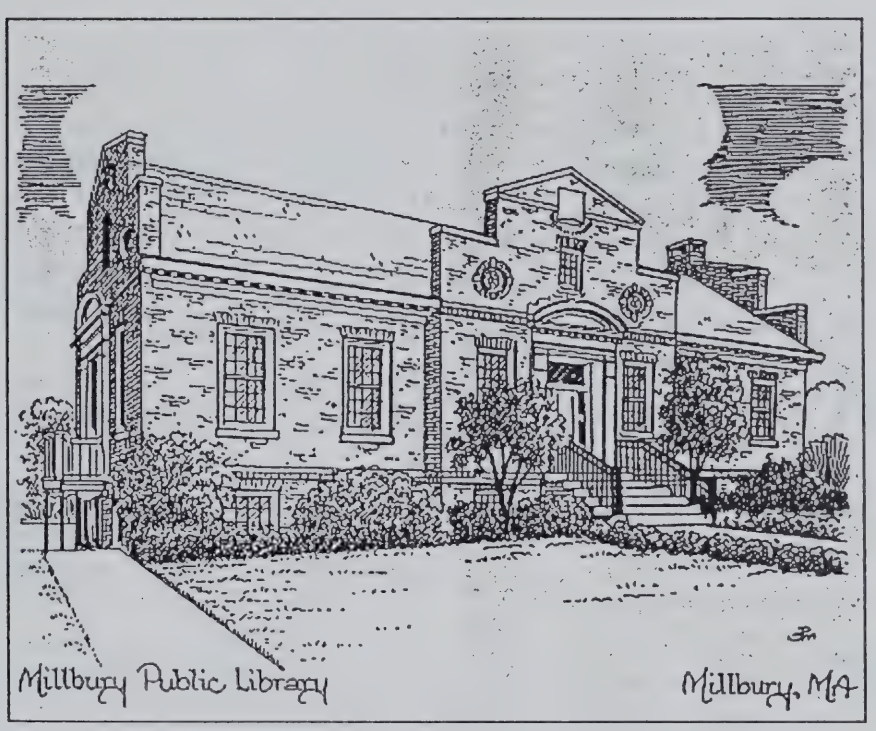
Average Score _____

ARCHITECT INTERVIEW SCORE SHEET

FIRM_____ DATE_____ TIME_____

CATEGORIES	POSSIBLE POINTS	POINTS AWARDED
1. Firm Size	5	
2. Understanding of small public libraries	5	
3. Grasp of project requirements	10	
4. Firms experience designing for public libraries	10	
5. Experience of key personnel designing public libraries	10	
6. Level of interviewee's involvement	5	
7. Creativity and problem solving ability	10	
8. Responsiveness and compatibility with committee and director	10	
9. Availability of in-house/consultant resouces	10	
10. Experience in MBLC grant process	10	
11. Public Speaking abilities	10	
12. Reference check	5	
GRAND TOTAL		

Reviewer_____



MILLBURY PUBLIC LIBRARY

Strategic Plans for Expansion

Prepared: October 8, 1995
Revised: February 23, 1996

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COMMITTEE SUMMARY

BACKGROUND

The mission of the Millbury Public Library is to provide library and information services to the Millbury community. It is a popular materials library, providing a collection of materials and services catering to popular reading, viewing and listening interests. It is an independent learning center, providing an up-to-date collection of nonfiction materials and services. It is a student services (center) supporting the information needs of students through grade twelve.

The Library Building Committee will address a singular Library objective that is to realize a building specifically designed to meet the library information needs of users of the Millbury Public Library for the next twenty years. In so planning consideration will be given to a building expansion project which will (1) meet the needs of individuals, businesses, community groups and organizations, students and local government; (2) it will incorporate up-to-date library technologies; (3) be accessible to the handicapped; (4) offer sufficient community programming and meeting room and exhibit space; (5) provide adequate and safe work environment for library operations: (6) and provide future expansion opportunities in twenty years.

Currently $45,000,000 in state funds is available for public library building and expansion and renovation projects, the funds are managed by the Massachusetts Board of Library Commissioners (MBLC). Since the most recent building expansion in 1983, use of the library has increased dramatically: annual circulation (the number of items checked in and out of the library) was 38,000; by 1990 that number had increased to approximately 70,000 annually. The Blackstone Valley corridor is positioned by the state for strong and sustained economic growth over the next 10 years, and Millbury is an important part of that growth. For those reasons, among others, the Library Trustees feel the time is right to embark on a building expansion project.

RESEARCH

The Committee has reviewed the "History and Description of the Millbury Public Library," "Special Section :OCLC User's Council Presentation, June 3, 1991, Dublin, Ohio," the Library's mission and building project objectives, Designing and Constructing Municipal Facilities."

Problems

The following problems have been identified:

- Strong competition from libraries state-wide, for grants from the Board of Library Commission.
- Funding from a town government now wrestling with a significant tax increase due to sewering of the entire town.
- Town's future growth and fiscal health,
- Decreased state funding and impact of school reform
- Low level of interest from general public
- Multiple building projects including: Senior Center, Gateway Mall, Sewage Plant.
- Public perception that the Library just built an addition.
- Possible elimination of some municipal parking spots.
- Prior attitude that the public does not value education.
- Regionalization of services with other towns and/or local school systems.
- Misconception that computers will replace books and printed materials.
- Personnel cuts that have not allowed Library to expand hours of operation before 1983 addition.

Opportunities

- Availability of state funding through the Massachusetts Board of Library Commissioners
- Increasing usage of the Library and its services.
- Renewed economic growth and optimism at department level of town government.
- White collar base increasing.
- Recognition of the importance of reading to the success of future generations.
- Premium placed on access to information on the Library as the community information source.
- Understanding that learning is a life long pursuit and that the Library is where adults can indulge in that pursuit.
- In 1983 it was recognized that the renovation at that time were inadequate.
- Positive public image as a community center.
- Services to all people of all ages and physical and mental abilities.
- Renovation will be completed at the start of a new millennium - a time for reflection and renewed optimism.

CONCLUSION

Research shows that while renovating the library would not be without its challenges, the town of Millbury and the Blackstone Valley is poised for significant growth. There is a focus on economic growth and a public commitment to moving Millbury into the next millennium. The recognition of the importance of libraries to the well-being of this, and other communities, and the availability of significant funding from MBLC make this project a worthwhile effort.

STRATEGIC PLAN

GOAL

Expand the Millbury Public to meet the needs of the community over the next twenty years. The overall cost must be fundable with approximately: 50% appropriated through a grant from the Massachusetts Board of Library Commissioners and 50% through town, private sources and mitigating funds from the route 146 project.

OBJECTIVES

1. To select an architect for the schematic design phase of the project which will exhibit: understanding of small public libraries; experience with the Massachusetts Board of Library Commissioners grant process; a track record on creative and functional design, and cost control of prior public projects; good presentation skills and an ability to relate well with a cross section of library and town constituencies.

2. (A) To work with the architect, staff, trustees and other publics, as needed, to develop a schematic design which meets the functional and creative needs of the Millbury Public Library and (B) to produce a construction grant proposal for submission to MBLC.

3. To develop and initiate a long range funding plan which raises funds, for the project, from private, corporate and foundation sources.

4. To develop and initiate a long range public relations plan which supports the project. This effort will interact with all committees to identify opportunities to market the project in a timely manner and to all audiences.

Audiences

Massachusetts Board Of Library Commissioners
Town Government
Board of Trustees
Library Staff
Business Community
Architects
Schools
Library Users
Citizens
Builders

Strategies/Tactics/Timelines

OBJECTIVE #1 To select an architect for the schematic design phase of the project

Strategies	Tactics	Timeline	Audience	Response	Status
Increase Committee knowledge about the building project.	- Prepare a presentation about the background of the project, funding capabilities etc. - Organize relevant materials for committee members. - Presentation to full committee; maintain information for orientation of new members.	May	Committee	RW	COMPLETE
Complete the building plan.	Get building committee approval for building plan.	June 20	Committee	RW	COMPLETE
Establish an ad hoc committee to identify and select an architect for the schematic design phase.	-Select 3 committee members to staff committee. -Define roles, responsibility & authority. -Direct action.	May 31	Committee	RW	COMPLETE
	-Advise firms not selected.	July 14	Architects	Ad hoc Com/RW	COMPLETE
	-Tour Library	July 24	Architects, Committee	Ad hoc Com/RW	COMPLETE
	-Review short list of architects for building committee.	July 24	Build. Committee	Ad hoc Com/RW	COMPLETE
	-Select architect to recommend to Board of Trustees,	July 27	Trustees	Building Com	COMPLETE
	-Presentation to Trustees for approval	August 8-10	Trustees	Building Com Building Com	COMPLETE
	- Contract with selected firm.	August 14-23	Architect	Building Com	COMPLETE
	-Communicate decision to other architects.	August 29	Architect		COMPLETE
Prepare request for quote					

Initiate process for selection of an architectural firm.	-Advocate Request for Proposal (RFP) in Central Register,	May 31-June 4	Architects	Ad hoc Com/RW	COMPLETE
	-Advertisement T&G 1X	May 31	Architects	Ad hoc Com/RW	COMPLETE
	-Host informational meeting for Architects	June 19	Architects Committees	Ad hoc Com/RW	COMPLETE
	-Secure Trustees approval for building plan.	June 20	Trustees, Committee	RW	COMPLETE
	-Proposal deadline, Review applications & References.	July 6	Committee	Ad hoc Com/RW	COMPLETE
	-Develop short list of architects(3-3);set interviews.	July 13	Architects	Ad hoc Com/RW	COMPLETE
	-Communicate date of interviews, preinterviews tour hours of facility, Criteria etc. to selected architects.	July 14	Architects	Ad hoc Com/RW	COMPLETE

Objective #2 (A) To work with the architect, staff, trustees and other publics, as needed, to develop a schematic design which meets the functional and creative needs of the Millbury Public Library; (B) to produce a construction grant proposal for submission to MBLC.

STRATEGIES & TACTICS:

An ad hoc committee will be identified to implement this objective. The committee will develop its strategies and tactics to include:

A.

Work with the architectural firm to ensure the creation of a schematic design which will:

- Respond to the Building Program
- Provide a facility which brings creative solutions to current space and service needs and which will meet the community needs over 20 years.
- Follow guidelines of the Massachusetts Board of Library Commissioners
- Maintain and or enhance the architectural integrity of the original building and its surroundings.
- Provide the best yet, cost effective solution for Millbury
- Entice Community support

Secure appropriate design approvals from the Building Committee, Trustees, Staff, key government boards and committees.

B.

Produce a construction grant proposal for submission to MBLC:

- Develop a process to write edit and frame the grant proposal to meet MBLC guidelines.
- Prepare a visual story (through photography), secure testimonials and prepare appropriate enclosures to include with the grant.
- Submit grant and schematic design by April 3, 1996.

Objective #3 To develop and initiate a long range funding plan which raises funds, for the project, from private, corporate and foundation sources

STRATEGIES & TACTICS:

An ad hoc committee will be identified to support this objective. The committee will develop its strategies, and tactics to include:

- Seek grant money to hire a professional fundraiser.
- Hire and work with a fundraising consultant to conduct a feasibility study to determine amount of private and corporate donations that could be raised to support the project.
- Launch the campaign with assistance from the professional fundraising consultant.
- Interface with public relations committee identifying all opportunities for media relations, advertising, marketing, etc.
- Develop budget

Objective #4 To develop and initiate a long range public relations plan which supports the project. This effort will interact with all committees to identify opportunities to market the project in a timely manner and to all audiences.

Develop a public relations plan which will:

- Build awareness, excitement and support of the project among its various constituents.
- Include an ongoing media relations plan.
- Include the creation and the execution of well placed advertising campaign.
- Develop an overall theme, logo and graphics for the project.
- Create necessary marketing materials.
- Include development of visual/audio and print materials

Work in tangent with the Fundraising Committee; support the development of messages and materials to help meet its goals, support the planning and execution of fundraising events.

Develop a strong communications plan to keep government and key constituents informed of status and progress throughout the entire project cycle.

Develop programs, scripts and visualize for all presentations during the project cycle.

Develop additional programs in response to new opportunities and to meet new challenges during the project cycle.

PROJECT MASTER TIMELINE

This timeline has been formulated with the current information available from the Board of Library Commissioners, adhoc committees should coordinate their respective timelines with this master and with other relevant adhoc committee plans.

1995

February - June:	Complete Strategic Planning Complete Building Program Receive approval of Building Program from Trustees
June & July:	Advertise and Accept Bids for Architect
August & September:	Select Architect Finalize and approve selection
September - December:	Establish adhoc committees *Fundraising* *Schematic Design Grant Proposal* *Public Relations* *Liaisons* Finalize and approve schematic design Meet with selectman for project update Initial meeting finance and capital budget committees
December:	Submit letter of intent

1996

January:	Attendance mandatory for grant writing workshop
January - April:	Write grant
April:	Submit grant Launch fundraising and public relations campaign
April - December:	Continue public relations and fund raising activities
September:	Provisional grant approval
October - December	Continue public relations and fundraising activities

	Plan strategies for town meeting for approval of funding request
	1997
January - May:	All out push from town meeting for approval of fundraising request
May:	Approval from town meeting for project approval and funding request Reach "bricks and mortar" fundraising goal
May - December:	Establish adhoc committees, i.e. *Design and Development* *Construction* *Interior design* Redefine goals of fundraising and public relations committees
	1998
January - December:	Construction/ renovation
	1999
	Completion and dedication

EXECUTION

The execution of this plan to expand the Millbury Public Library will be the responsibility of the Millbury Public Library Committee (the Committee) and the Executive Director.

Various ad hoc committees will be established to develop and initiate the various objectives. The ad hoc committees will be composed of members from "the Committee" however, additional representation on those committees will be encouraged and welcomed. Each committee will prepare a formal plan for implementation of its stated objectives.

In the matters of authority and reportability, the organization chart will be used.

BUDGET

The Committee has projected a cost of $3.1 million based on $190 per square foot.

Currently, $20,000 is available for the project. $18,000 will be paid to the architectural firm of Strekalovsky & Hoit for the schematic design phase. The remaining $2,000 will be used for the feasibility study in support of fundraising efforts. The feasibility study and professional support is projected at $8,000 to $12,000. Funding will be sought to pay for the feasibility study.

Using the projected costs (see first paragraph), we propose raising funds as follows:

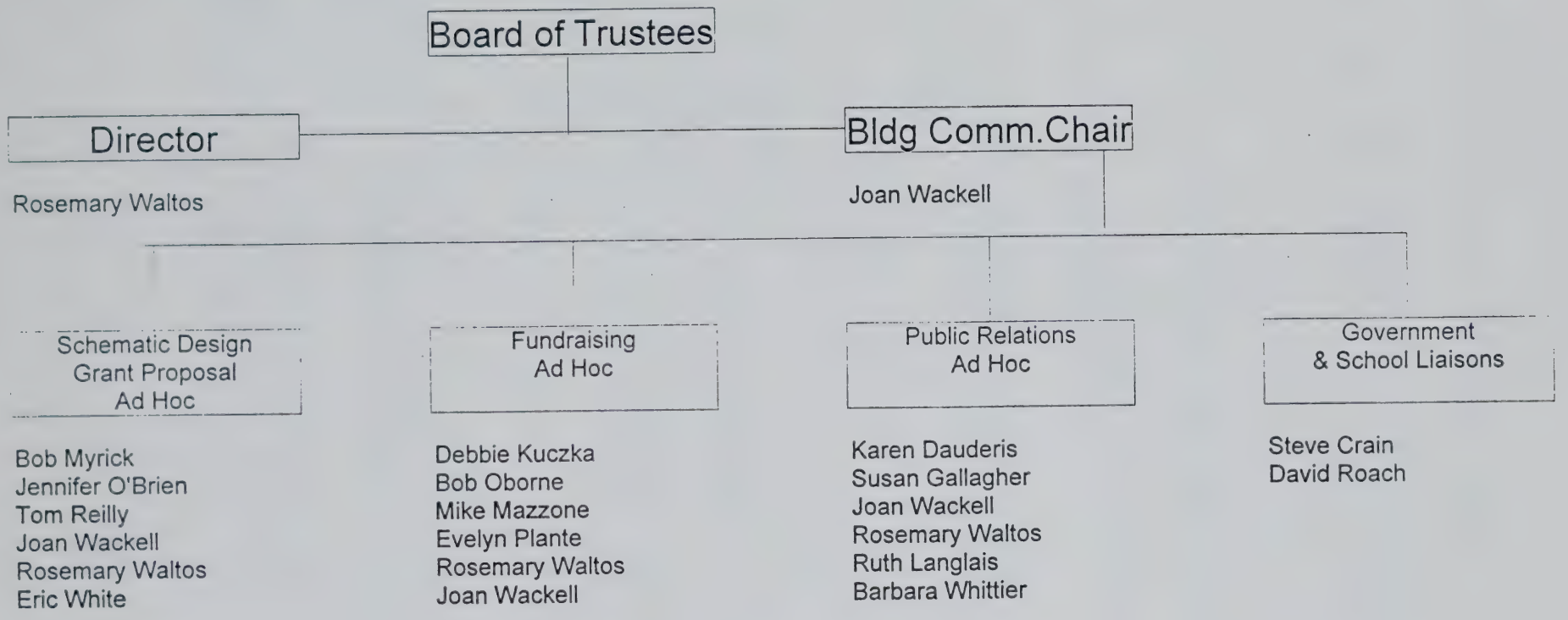
- $1,333,400 grant from Massachusetts Board Of Library Commissioners.
- $766,666 Town Meeting
- $750,000 Private & Corporate Donations
- $250,000 Mitigating Funds - Route 146 project

EVALUATION

The Committee will regularly evaluate its progress against objectives, timelines, and budget throughout the duration of the project.

MPL ADDITION/RENOVATION PROJECT

ORGANIZATION CHART



MANAGEMENT PLAN FOR ADMINISTERING SENIOR CENTER GRANT AWARD

The Town of Millbury is organized under the Open Town Meeting, Selectmen form of Government. A five member elected Board of Selectmen bears over-all responsibility for policy determination and administration of town government. The Chairman of the Board of Selectmen will be responsible for the administration of the MSCP Grant funds and for the proposed Public Facility project to build a permanent Senior Center.

The Board of Selectmen has appointed a Citizens Over-site Committee to monitor and provide input into the development of programs and plan details. One of its members is one of the Board of Selectmen.

The Chairman of the Board of Selectmen will supervise the following Town staff and will hold specific responsibilities, for the successful conduct of the project.

1. Director of Council on Aging: liaison with citizens over-site committee and monitoring project to ensure compliance with program with program goals, on-going assistance with design and plan changes during construction.
2. Town Planner: liaison with Town departments businesses and community groups. Principle contact with MSCP representative.
3. Project Manager: administration of on-site construction, architectual, and engineering plans. Responsible for periodical reports. Davis Bacon wage forms, construction manual reporting and would adhere to time schedule.
4. Clerk of the Works: responsible for overseeing construction and on-site activities. Directly supervise engineering division, highway division and clerical staff.
5. Town Auditor: accounting of disbursements and auditing of program expenditures; compliance with applicable financial laws and regulations. MSCP program will be included in the annual municipal audit conduct by an independent firm. The grant will have a final grant audit.
6. Town Treasurer: disbursement of funds for completed sub-contractual work as approved.

The Town recognizes that it will be responsible for proper supervision of all project activities, monitoring of all funds and expenditures, and compliance with all laws and regulations as appropriate, including OMB Circular A-102 providing for maximum free and open competition for all contractual services.

Upon completion of the grant project, the building will begin active use under the direction of the Council on Aging Board with the Director of Elder Services administering and managing the programs and services in the new facility.

The Town of Millbury has established an appropriate set of officials and committees to oversee the building of a new Senior Center. The Board of Selectmen have authorized the Council on Aging as the overall responsible authority for this project. A Building Committee has been established to bring this project from the planning stages through completion. A project of this size requires a daily administrative presence and this is accomplished through a team consisting of the Administrative Assistant, Town Planner and the Council on Aging Director.

The hired architect will coordinate with the Clerk of the Works on all daily issues and matters for resolution, including technical and direct construction items. The Clerk of the Works shall then report on a daily basis to the Council on Aging Director.

The Project Manager will report directly to the Administrative Assistance as to the project's compliance with the terms of the grant. The Project Manager shall ascertain project compliance both with federal and state laws and regulations as required.

Together, the Administrative Assistant and the Council on Aging Director shall resolve any issues that fall within the scope of responsibilities set by the Board of Selectmen and the Council on Aging for their respective positions. Issues not within the scope or responsibilities for each position will be resolved by the respective Board and/or Council through a duly posted meeting.

A most critical phase of the project and grant is the administration or local, state and federal project monies. The responsible party for this is the Town Auditor. Requests for payment of funds for project work completed by the General Contractor shall be made by the contractor on a form and in a fashion as established in the grant criteria. The Clerk of the Works shall certify the work, requesting payment for work which is completed to plans and project specifications. this request will than be forwarded to the Council on Aging director who will prepare the necessary vouchers for processing through the town's payment system. A majority of the Building committee members will sign the voucher for payment and then forward them to the Town Auditor. The Auditor will certify as to the availability of funds. Request for payment shall then be placed on a Warrant the Board of Selectmens review. A similar process will occur for the payment of the Clerk of the Works and the Project Manager.

The project will employ a licensed, registered architect, who will report on a weekly basis to the Building Committee. the Building Committee has available to it the Building Inspector, a registered Professional Engineer and various other specialists in the different construction trades. The Clerk of the Works, through the Council on Aging Director, will refer all construction issues of this Building Committee.

Hiring of the Architect, Project Manager and the Clerk of the Works will be accomplished through a joint decision of the Administrative Assistant and the Council on Aging Director following appropriate advertisements, review of qualifications and coordination with the Building Committee. Compliance with grant criteria, Labor standards, and the provisions of the Davis/Bacon Act will be assured through the Project Manager, who will be hired to possess expertise in these areas.

REPORT FOR THE

ASBESTOS AND LEAD IDENTIFICATION STUDY

at

MILLBURY PUBLIC LIBRARY
MILLBURY, MASSACHUSETTS

for

STREKALOVSKY & HOIT, INC.
51 NORTH STREET
HINGHAM, MA 02043

PROJECT NO: 96027.00

SURVEY DATE:
March 13, 1996

SURVEY CONDUCTED BY:

UNIVERSAL ENGINEERING CORPORATION

UNIVERSAL ENGINEERING CORPORATION
CONSULTING ENGINEERS

100 BOYLSTON STREET BOSTON, MASSACHUSETTS 02116-4693 TEL (617) 542-8216 FAX (617) 423-0373

OTHER OFFICES:
LINCOLN, RI

March 15, 1996

Strekalovsky & Hoit
51 North Street
Hingham, MA 02043

Attention: Mr. Gene Raymond

Reference: Report for the Asbestos and Lead Identification Survey at Millbury Public Library, Millbury, MA

Dear Mr. Raymond:

Enclosed is the report for the Identification Survey conducted on March 13, 1996 at the subject location.

Please do not hesitate to call should you have any questions.

Very truly yours,

UNIVERSAL ENGINEERING CORPORATION

Ammar M. Dieb
Project Manager

M:\9602700\REPORT.DOC

Enclosure

1.0 INTRODUCTION:

Universal Engineering Corporation (UEC) was founded in May, 1953. UEC has been providing comprehensive asbestos services since 1980 and has completed projects throughout New England, New York and New Jersey. UEC has completed projects for a variety of clients including residential, commercial, industrial, military, municipal, federal, and public and private schools. UEC maintains appropriate asbestos licensing in all states in which we perform services and our asbestos group is staffed with individuals who have a minimum of seven years of experience with Universal Engineering Corporation.

UEC was contracted by Strekalovsky & Hoit to conduct a survey for Asbestos Containing Materials (ACM) and Lead at Millbury Public Library, Millbury, MA.

The scope of work included the inspection of ACM in the building, collection of bulk samples from materials suspected to contain asbestos, determination of types and condition of ACM found and recommendations for remediation. The scope of work also included collection and analysis of painted surfaces for presence of Lead.

Inspection for asbestos was conducted in accordance with Massachusetts regulations 453 CMR 6.00 and NESHAP regulations 29 CFR 1926.

Samples for Lead were collected and analyzed in accordance with EPA method SW 846.

2.0 FINDINGS:

ASBESTOS:

A. Number of Samples Collected

Seven (7) bulk samples were collected at various locations from accessible building materials suspected of containing asbestos, including:

LOWER FLOOR:

- 2'x 2' Suspended Acoustical Ceiling Tile at Meeting Room
- 12"x 12" Blue Vinyl Floor Tile at Men's Room
- Wall Plaster at Storage Room
- Ceiling Plaster above 2'x 2' Ceiling Tile at Children's Room

FIRST FLOOR:

- White Ceiling Spray-on at Reference Room
- Plaster underneath the White Spray-on
- Exterior Window Putty

These samples were analyzed by Polarized Light Microscopy (PLM).

B. Sample Results

All suspect materials were found not to contain asbestos.

Sample results are included in APPENDIX A.

2.2 LEAD

A. Number of Samples Collected

Six (6) bulk samples were collected at various locations from accessible paint and varnished surfaces suspected of containing lead, including:

- Paint on walls at Children's Room (1915 Building)
- Interior Paint from Window Sash (1915 Building)
- Interior Paint from Window Sills (1984 Building)
- Interior Paint on 1915 Building Trim above Ceiling Tile at 1984 Building
- Exterior Paint from Window Sills (1915 Building)
- Exterior Paint from Door Casings (1915 Building)

These samples were analyzed by Atomic Absortion in accordance with the EPA method SW 846.

Sample locations and results of all samples collected are included in APPENDIX A.

B. Sample Results

The Massachusetts Department of Public Health defines a dangerous level of lead to be greater than 1.2 milligrams per square centimeter (mg/cm^2) or greater than 0.5%, when present in residential dwellings.

The level of lead in the interior and exterior windows (including sills, sash and casings) paint of the 1915 building was found to exceed the 0.5% limit. The paint is loose, flaking and chipping off.

The level of lead in the interior and exterior main door paint of the 1915 building was also found to exceed the 0.5% limit.

The level of lead in paint in the remaining samples was found not to exceed the 0.5% limit.

3.0 OBSERVATIONS AND RECOMMENDATIONS:

3.1 ASBESTOS

No remedial action needs to be taken as the samples results indicated that asbestos was not found.

3.2 LEAD

The loose, flaking and chipped off paint on the interior and exterior windows paint of the 1915 building should be made intact.

No remedial action needs to be taken as the remaining Lead sample results were below the Massachusetts Department of Public Health danger level of 0.5%.

4.0 DESCRIPTION OF SURVEY METHODS AND LABORATORY ANALYSES

4.1 ASBESTOS

Bulk material samples were taken from various locations in the building. Each sample was collected using a method that prevents fiber release. Homogeneous sample areas were determined by criteria outlined in EPA document 560/5-85-030a. Bulk material samples were analyzed using Polarized Light Microscopy and dispersion staining techniques with EPA method 600/M4-82-020.

4.2 LEAD

Samples were collected and analyzed in accordance with EPA method SW 846.

Survey by:

Ammar M. Dieb

Ammar M. Dieb
Asbestos Inspector and Project Manager

SAMPLE RESULTS: JOB: 96027.00 LABORATORY SAMPLE: STREKALOVSKY & HOIT. PROJECT: ASBESTOS AND LEAD IDENTIFICATION SURVEY AT MILLBURY PUBLIC LIBRARY

SAMPLE NUMBER	DESCRIPTION	BY	TAKEN	TOWN	BUILDING	TYPE	DATE	RESUL
96027.00-0313-SH-6-01	2'x 2' SUSPENDED ACOUSTICAL CEILING TILE AT MEETING ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-02	12"x 12" VINYL FLOOR TILE AT MEN'S ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-03	WALL PLASTER AT STORAGE ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-04	CEILING PLASTER ABOVE 2'x2' CEILING TILE AT CHILDREN'S ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-05	PAINT ON WALLS AT CHILDREN'S ROOM (1915)	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	<0.01
96027.00-0313-SH-6-06	INTERIOR PAINT FROM WINDOW SASH (1915)	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	17.36
96027.00-0313-SH-6-07	INTERIOR PAINT FROM WINDOW SILLS (1984)	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	<0.01
96027.00-0313-SH-6-08	WHITE CEILING SPRAY-ON AT REFERENCE ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-09	PLASTER UNDERNEATH THE WHITE CEILING SPRAY-ON AT REFERENCE ROOM	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-10	INTERIOR PAINT ON 1915 BUILDING TRIM ABOVE CEILING TILE AT 1984 BUILDING	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	0.05
96027.00-0313-SH-6-11	EXTERIOR WINDOW PUTTY	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	PLM	03-15-96	ND
96027.00-0313-SH-6-12	EXTERIOR PAINT FROM WINDOW SILLS (1915)	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	40.43
96027.00-0313-SH-6-13	EXTERIOR PAINT FROM DOOR CASINGS (1915)	AMD	03-13-96	MILLBURY	MILLBURY PUBLIC LIBRARY	LEAD	03-15-96	7.65

3966.00-0902-CA-2-02:JOB#-DATE-BLDG-TYPE-SAMPLE#, IA/OA=IN-/OUTSIDE AREA TYPE=0 Blank, 1 Background, 2 Gen.Area, 3 Clearance, 4 Person Breathe Zone, 5 Post Abate, 6 Bulk
<LOD=Limit of Detection, ND=NO ASBESTOS DETECTED

MILLER ENGINEERING, INC.

GEOTECHNICAL / SOIL BORINGS / ENVIRONMENTAL / CONCRETE / STEEL / ROOFING / ASPHALT INSPECTION

Mail all correspondence to:
100 SHEFFIELD ROAD • P.O. BOX 4776 • MANCHESTER, NEW HAMPSHIRE 03108 • TELEPHONE (603) 668-6016 • FAX (603) 668-8641

March 15, 1996

Mr. Gene Raymond
STREKALOVSKY & HOIT, INC.
51 North Street
Hingham, MA 02043

RE: Millbury Public Library
Millbury, MA
Project No. 60056.01

Dear Mr. Raymond:

Miller Engineering, Inc. has reviewed the attached boring logs B-1 and B-2 performed in June, 1982 by Guild Drilling Co., Inc. for the 1984 Addition to the Millbury Library. It is our understanding that an Addition is proposed to the rear of the original (1915) and 1984 addition buildings as shown on the attached plan prepared by Strekalovsky & Hoit, Inc.

Based upon a review of the 1982 boring logs, the natural soils underlying three (3) to four (4) feet of loose fill material consist of medium dense to dense, brown, fine to medium sand, little to some silt with trace to little coarse sand and gravel. Groundwater was observed at depths ranging from 2'4" to 5'6".

Our preliminary geotechnical assessment indicates these soils will provide adequate support for conventional, shallow spread footing foundation systems. All fill and topsoils should be over-excavated prior to placement of engineered fills and/or foundation construction.

Further subsurface exploration with geotechnical borings and possibly test pits are recommended to be executed during the design phase of the project.

We trust this letter meets with your current needs. Should you have any questions, please contact us.

Very truly yours,

MILLER ENGINEERING, INC.

Joseph M. Sobol, P.E.
Director of Geotechnical Services

JMS:pam
Attachments

CORPORATE OFFICE: 100 SHEFFIELD ROAD • P.O. BOX 4776 • MANCHESTER, NH 03108 • TEL. (603) 668-6016 • FAX (603) 668-8641
130 EAST MAIN ST. • P.O. BOX 11 • NORTHBOROUGH, MASSACHUSETTS 01532 • TEL. (508) 393-2607 • FAX (508) 393-8490
21 MARKARLYN STREET • P.O. BOX 1087 • AUBURN, MAINE 04210 • TEL. (207) 786-4249 • FAX (207) 777-1822

GUILD DRILLING CO., INC.
100 WATER STREET EAST PROVIDENCE, R. I.

TO Wadsworth & Chenot
PROJECT NAME Elm St. Library Addition
REPORT SENT TO above
RESULTS SENT TO "

ADDRESS Holden, Mass.
LOCATION Millbury, Mass.
PROJ. NO.
OUR JOB NO. 83-19

DATE
HOLE NO. B-1
LINE & STA.
OFFSET
SURF. ELEV.

GROUND WATER OBSERVATIONS
2'4" after 1/2 Hours
no casing
after Hours

Rods-"AW"	CASING	SAMPLER	CORE BAR.
Type	BW	S/S	
Size I.D.	2 1/2"	1 3/8"	
Hammer Wt	300#	140#	BIT
Hammer Fall	24"	30"	

	Date	Time
START	6/18/82	A.M.
COMPLETE	6/18/82	P.M.
TOTAL HRS.		
BORING FOREMAN	C. Lenling	
INSPECTOR		
SOILS ENGR.		

LOCATION OF BORING West End of Building

Casing Blows per foot	Sample Depths From - To	Type of Sample	Blows per 6" on Sampler From 0-6	To 6-12	To 12-18	Moisture Density or Consist	Strata Change Elev	SOIL IDENTIFICATION Remarks include color, gradation, Type of soil etc. Rock-color, type, condition, hardness, Drilling time, seams and etc.	SAMPLE No.	Pen	Rec.
1	0'-2'	D	2	2	2	Wet		Brown Topsoil & Cinders	1	24"	20"
3					2	loose		FILL			
6							3'				
29											
37											
8	5'-7'	D	11	9	12	Wet		Brown fine to medium SAND,	2	24"	21"
13						medium		little silt & coarse sand,			
24						dense		trace of fine gravel			
15							10'				
17											
10	10'-12'	D	11	4	9	"		Brown fine to medium SAND	3	24"	24"
14					10			and Silt, trace of fine			
17							13'	gravel			
39											
44											
9	15'-17'	D	21	20	19	Wet		Brown fine SAND, some	4	24"	24"
38					22	dense		silt, trace of fine			
46								gravel			
50											
48											
--	20'-22'	D	29	40	37	Wet/v		" some fine to medium	5	24"	20"
					52	dense	22'	gravel			
								Bottom of Boring 22'			

GROUND SURFACE TO 20' USED BW CASING: THEN S/S to 22'

Sample Type
D=Dry C=Cored W=Washed
U=Undisturbed Piston
P=Test Pit A=Auger V=Vane Test
T=Undisturbed Thinwall

Proportions Used
trace 0 to 10%
little 10 to 20%
some 20 to 35%
and 35 to 50%

140 lb Wt. x 30" fall on 2" O.D. Sampler

Cohesionless Density		Cohesive Consistency		
0-10	Loose	0-4	Soft	30 + Hard
10-30	Med. Dense	4-8	M/Stff	
30-50	Dense	8-15	Stff	
50 +	Very Dense	15-30	V-Stff	

SUMMARY
Earth Boring 22'
Rock Coring
Samples 5

HOLE NO. B-1

Town Press - East Prov.

100 WATER STREET EAST PROVIDENCE, R. I.

Wadsworth & Chenot | ADDRESS Holden, Mass.

PROJECT NAME Elm St. Library Addition | LOCATION Millbury, Mass.

REPORT SENT TO above | PROJ. NO.

SAMPLES SENT TO " | OUR JOB NO. 83-19

HOLE NO. B-2

LINE & STA.

OFFSET

SURF. ELEV.

GROUND WATER OBSERVATIONS

5'6" after 1/2 Hours

no casing

____ after ____ Hours

	CASING	SAMPLER	CORE BAR.
Rods-"AW"			
Type	BW	S/S	
Size I.D.	2½"	1 3/8"	
Hammer Wt	300#	140#	BIT
Hammer Fall	24"	30"	

	Date	Time
START	6/18/82	a.m. p.m.
COMPLETE	6/18/82	a.m. p.m.

TOTAL HRS.

BORING FOREMAN C. Lenling

INSPECTOR

SOILS ENGR.

LOCATION OF BORING

Casing Blows per foot	Sample Depths From - To	Type of Sample	Blows per 6" on Sampler From 0-6	To 6-12	To 12-18	Moisture Density or Consist	Strata Change Elev.	SOIL IDENTIFICATION Remarks include color, gradation, Type of soil etc. Rock-color, type, condition, hardness, Drilling time, seams and etc.	SAMPLE No	Pen	Rec.
							0	Asphalt & Gravel			
10											
6	6"-2'6"	D	2	3	3	Moist loose		Brown silty fine to medium SAND, trace of fine gravel	1	24'	15"
5					4		4'				
8											
16											
5	5'-7'	D	11	10	10	Wet medium dense		Brown fine to medium SAND and Silt, trace of fine to medium gravel	2	24'	18"
8					6						
16											
24											
30											
12	10'-12'	D	21	19	18	Wet dense		(compact)	3	24'	19"
24					14						
30											
30											
30							15'				
18	15'-17'	D	19	31	27	Moist dense		Brown fine to medium SAND, some silt, trace of fine to coarse gravel & coarse sand	4	24'	16"
36					20						
45											
60											
73											
	20'-22'	D	16	23	34	Wet/v dense		" little fine gravel (compact)	5	24'	13"
					42		22'				
								Bottom of Boring 22'			

GROUND SURFACE TO 20' USED BW CASING: THEN S/S to 22'

Sample Type

D: Dry C: Cored W: Washed

UP: Undisturbed Piston

TP: Test Pit A: Auger V: Vane Test

UT: Undisturbed Thinwall

Proportions Used

trace	0 to 10%
little	10 to 20%
some	20 to 35%
and	35 to 50%

140 lb Wt. x 30" fall on 2" O.D. Sampler

Cohesionless Density		Cohesive Consistency	
0-10	Loose	0-4	Soft
10-30	Med. Dense	4-8	M/Stiff
30-50	Dense	8-15	Stiff
50 +	Very Dense	15-30	V-Stiff
		30 +	Hard

SUMMARY

Earth Boring 22'

Rock Coring

Samples 5

HOLE NO. B-2

TOWN PRESS - EAST PROV.

MILLER ENGINEERING, INC.

GEOTECHNICAL / SOIL BORINGS / ENVIRONMENTAL / CONCRETE / STEEL / ROOFING / ASPHALT INSPECTION

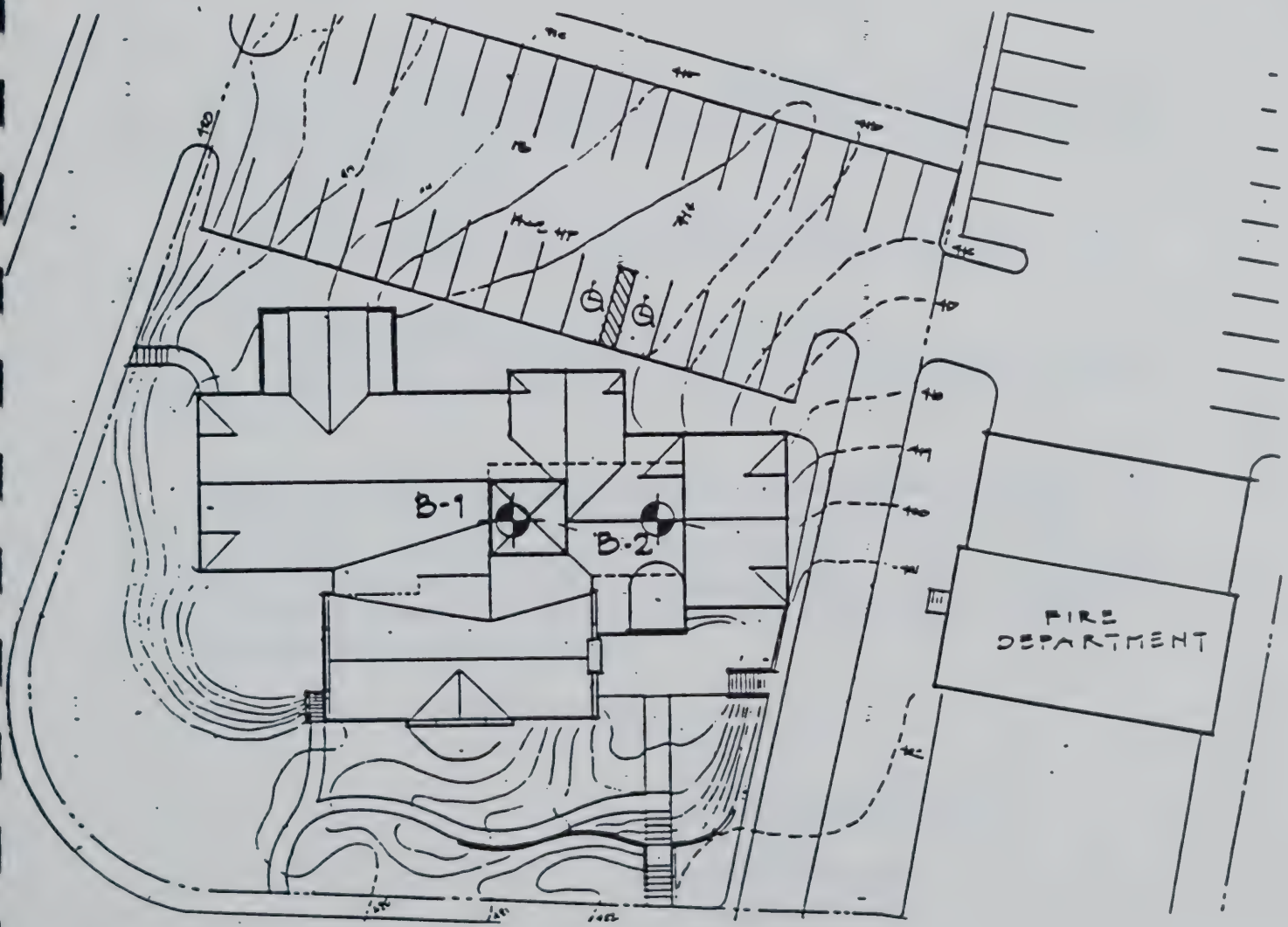
ail all correspondence to:
100 SHEFFIELD ROAD • P.O. BOX 4776 • MANCHESTER, NEW HAMPSHIRE 03108 • TELEPHONE (603) 668-6016 • FAX (603) 668-8641

March 15, 1996

Mr. Gene Raymond
STREKALOVSKY & HOIT, INC.
51 North Street
Hingham, MA 02043

RE: Millbury Public Library
Millbury, MA

Project No. 60056.01



CORPORATE OFFICE: 100 SHEFFIELD ROAD • P.O. BOX 4776 • MANCHESTER, NH 03108 • TEL. (603) 668-6016 • FAX (603) 668-8641
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CARL J. FERACO
BUILDING INSPECTOR
MUNICIPAL OFFICE BUILDING
127 ELM STREET
MILLBURY, MA 01527

March 11, 1996

Ms. Rosemary Waltos, Director
Millbury Public Library
128 Elm Street
Millbury, MA 01527

Dear Rosemary,

In response to your request for determination as to whether the parking spaces available for use are sufficient under the Millbury Zoning By-Laws for the proposed expansion of the Public Library, I offer the following finding:

1) The present size of the Library is approximately 6,800 square feet.
2) The proposed addition would increase the entire building to a size of approximately 16,500 square feet.
3) The proposed plan for the site shows 31 parking spaces.
4) Additional parking space is available through on-street parking spaces, the Municipal parking lot, as well as a paved area abutting the existing parking lot behind Fire Department Headquarters.

Article 3, Section 33.2 of the Millbury Zoning By-Laws exempts non-residential use in the Business I District from complying with off-street parking requirements if the use is within 200 feet or walking distance of an existing municipal off-street parking lot. The Library meets this requirement. Notwithstanding this exemption, it is my finding that the off-street parking spaces provided (exclusive of the municipal parking lot) are sufficient to accommodate the existing Library building as well as the proposed addition.

Should you have any additional questions, please contact me.

Sincerely,
Carl J. Feraco
Inspector of Buildings
Zoning Agent

CJF/ak
Millbury Board of Selectmen

STREKALOVSKY & HOIT, INC. A. I. A. ARCHITECTS
51 NORTH STREET, HINGHAM, MA 02043 (617) 749-4160 FAX (617) 740-4279

March 14, 1996

To Whom It May Concern:

Re: Millbury Public Library
Millbury, Massachusetts

This is to certify that schematic drawings for the Millbury Public Library, Millbury, Massachusetts have been completed under my supervision, and to the best of my knowledge and belief, they are in compliance with the requirements of the American Disabilities Act, the Massachusetts Architectural Access Board, and all other applicable codes.

Yours very truly,

STREKALOVSKY & HOIT, INC.

Vcevold Strekalovsky

Vcevold O. Strekalovsky

drt

MUNICIPALITY Millbury

MASSACHUSETTS HISTORICAL COMMISSION
80 BOYLSTON STREET, ROOM 310
BOSTON, MA 02116

PROJECT NOTIFICATION FORM

Project Name: Additions and Renovations to the Millbury Public Library

Location/Address: 128 Elm Street

City/Town: Millbury, Massachusetts 01527

Project Proponent

Name: Board of Trustees, Millbury Public Library

Address: 128 Elm Street

City/Town/Zip/Telephone: Millbury, Massachusetts 01527 (508) 865-1181

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

Agency Name	Type of License or Funding (specify)
Massachusetts Board of Library Commissioners	
Massachusetts Public Library Construction Program	

Project Description (narrative)

9,730 gross square foot addition to existing 6,850 gsf library. The original 1915 Carnegie Library (4,370 gsf) will be retained in its entirety. Most of a 1983 addition (2,480 gsf) will be removed. The proposed addition will be sympathetic in character and materials to the original 1915 building.

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

1915 Building - Minor interior demolition and removal of a portion of the rear wall to connect proposed addition.

1983 Addition - A major portion of this addition will be removed in order to allow for a larger, more sympathetic addition to the 1915 building.

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

The exterior of the existing 1915 building will be pointed, wood trim repaired and repainted, and windows replaced with similar new windows. The main reading room will be retained and restored to the greatest extent possible. The rear wall of the 1915 brick building will be exposed to view from inside the addition and will be restored as required.

Does the project include new construction? If so, describe (attach plans and elevations if necessary).

See enclosed plans, elevations, and renderings.

MUNICIPALITY Millbury

PROJECT NOTIFICATION FORM (cont.)

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, please specify.

In the future, the library will be part of the proposed downtown historical district.

What is the total acreage of the project area?

Woodland	_____ acres	Productive Resources:	
Wetland	_____ acres	Agriculture	_____ acres
Floodplain	_____ acres	Forestry	_____ acres
Open space	_____ acres	Mining/Extraction	_____ acres
Developed	_____ acres	**Total Project Acreage**	1.0 acres

What is the acreage of the proposed new construction? 1.0 acres

What is the present land use of the project area?

1.0 acre of Public Library and associated parking.

Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location.

(see attached)

This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Rosemary Waltos 3-29-91

Signature of Person submitting this form Date

Name Rosemary Waltos, Director, Millbury Public Library

Address 128 Elm Street

City/Town/Zip Millbury, Massachusetts 01527

Telephone 508-865-1181

REGULATORY AUTHORITY

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

Submit one copy to Massachusetts Historical Commission at the address above. Include one copy in your application for the Massachusetts Public Library Construction Program. Alternatively, if you already have obtained the approval of the Massachusetts Historical Commission, include a copy of the letter of approval.

12' 30"
Clear View Country Club
BM 127.0
TOLL ROAD
Howe Reservoir
Howe Pond
Pumping Sta
Prospect Hill
High Sch
Dwinell Cem
Pumping Sta
BM 146
Woolshop Pond
Athletic Field
Shaw Middle Sch
St Brigid Cem
Central Cem
WORCESTER
RIVER
WEST ST
MAIN ST
Fire Sta
Center Sch
Substa
Substation
Substation
Substation
Elmwood St Sch
Millbury
Sewage Disposal
Blackston
Old Common
Mt Ararat
Playground
Bramanville
Slaughterhouse Pond
Sand and Gravel Pits
Brierly Pond
Mayo Pond
Reservoir
Shiner Hole
Hatbawdy Pond
Boat Ramp
Gravel Pits
Maple Pond
Singletary
Sibley Reservoir
Drive-in Theater
Aldrich Pond
Gravel Pit
Pond
Gravel Pit
Golf Course
Howard Cem
Armsby Cem
Sutton
Clark
MILLB
SUTTON

Millbury Historical Commission

Cynthia K. Burr, Chairman
7 Maple Street
Millbury, MA 01527

voice: 508.865.3477 / fax: 508.865.2066

April 2, 1996

Rosemary Waltos, Library Director
Town of Millbury Public Library
Elm Street
Millbury, MA 01527

Dear Ms ~~Waltos~~ ROE

Last month, at your request, members of the Millbury Historical Commission viewed the architectural drawings of the proposed addition to the Millbury Public Library. We unanimously applaud the efforts you, your Building Committee, and the architects have made to ensure that the new addition integrates well with the current structure and its surrounding neighborhood. The attention to architectural detail shown in your drawings is to be commended. Your plans show many interesting, tasteful architectural elements which stem from the original building.

As you know, the original building is a Carnegie Library in the colonial revival style, circa 1915, and is included in Millbury's Inventory of Historic Properties. Its neighbors include several historic properties: the Asa Waters Mansion and the Post Office (both on the National Register of Historic Places), the Center School (Millbury High School), the Fire Station, the Torrey House, and other historic properties. The neighborhood will most certainly be proposed as a future historic district. We believe that your site and building design will not detract substantially from the historic nature of the original building and its environs; and, indeed, will complement them.

We are especially pleased with your intentions to provide a Millbury History Resource Room with climate controls for proper storage and security of important Town paper collections and artifacts. No proper storage facility currently exists in Town. We are also heartened by your desires to accommodate future community needs by providing the infrastructure needed to allow for expansion above the multipurpose room and the children's area.

We wish you success with your grant and fund-raising efforts.

Sincerely,

Cynthia K. Burr, Chairman

cc: Massachusetts Historical Commission

15 Hilltop Drive
Millbury, Massachusetts 01527
(508) 757-1126

March 14, 1996

Carol Burke, Chairman and Members of the
Board of Library Trustees
Millbury Public Library
128 Elm Street
Millbury, Massachusetts 01527

Dear Mrs. Burke and Board Members:

At a recent Selectmens meeting we had attended, the Architect for the proposed Library addition gave an excellent presentation of the project to the Board of Selectmen. The addition and renovations discussed at that meeting indicated that there was much foresight used in the planning stage, and that deficiencies such as the existing conflicting exterior architectural lines, and entrance concerns would be addressed.

The library facilities have been used by our family for various reasons, and we have often enjoyed the adult programs offered. However, there are times we have to seek out larger facilities to obtain desired information. Your proposed expansion would help alleviate this inconvenience now and in the future. It is realized that there will be budgetary concerns associated with this proposal, but to further delay the expansion would only prove more costly and leave the residents of Millbury with a sub-standard library.

Your Board is to be commended for pursuing this project, and our thanks to the Building Studies Committee for their dedication,and to Director Rosemary Waltos for her efforts and perseverance. The time and effort expended by all is much appreciated, and we share their optimism for a successful conclusion to their efforts.

You can be assured that you have our full support in this worthwhile and necessary endeavor.

Sincerely,

Joseph R. Bianculli

Joseph R. Bianculli

Doris E Bianculli

Doris E. Bianculli

THE MILLBURY FEDERATED CHURCH

United Methodist · United Church of Christ
20 Main Street, Millbury, Massachusetts 01527

J. Clifford Davis, Jr., Pastor

Church Office 865-6274
Residence 791-1872

Carol Burke, Chairperson
Millbury Public Library Board of Trustees
128 Elm St.
Millbury, MA 01527

March 18, 1996

Dear Carol:

One vital characteristic of the Gospel of Jesus Christ, of which I am called to be an ambassador, is hope. Christianity is an adventure in hope. I don't mean the superficial hope by which one might hope it doesn't rain today. I mean the life-shaping hope which drove some Monks in the Dark Ages to sneak into the homes of village children to teach them to read even though it was against the directives of local authorities. There is something about reading truth that always engenders hope.

It is that kind of hope the addition to the Millbury Public Library spurs. If we are to move beyond these turbulent times and gain moral ground as a nation victorious, I am strongly suspicious reading will play a major role. Sure, I throw my lot in with those who applaud the current facilities and programs. I have found the staff to be nothing but helpful in researching -- sometimes unique -- material and the children's room staff have provided many books for me to read to the nursery school kids. I am grateful. My children, too, enjoy sampling the wares and meeting friends at the Library. But the most significant impetus for pursuing an addition to the present building must be the vision of hope such pursuit of truth via reading holds ever before us.

Thank you.

Peace & Joy

Cliff Davis

Rev. J. Clifford Davis, Jr.

March 25, 1996

Carol Burke, Chairperson
Millbury Public Library Board of Trustees
128 Elm Street
Millbury, MA 01527

RE: Letter of Support
Library Addition

Dear Ms. Burke,

This letter is in support of a much-needed addition/renovation to the Millbury Public Library, and is written by a lifelong community member and patron of the Millbury Public Library.

My personal use of the Millbury Public Library dates back to childhood when I would walk a mile to "downtown" to get the next in the series of "Nancy Drew Mysteries", to reading my first major novel in my early teens (Gone With The Wind) (which introduced me to my lifelong appreciation of history), to more recent uses of the Library for resource and self-education as well as a continuing love for reading a myriad of fiction and non-fiction.

I am indebted to the Library for its wonderful resources and assistance in recently tackling the college application process with my niece. She and I spent several weekend mornings at the library sifting through books on how to write a college application essay, financial aid, and most importantly, an invaluable book on colleges with learning disability programs, Peterson;s Guide to Colleges With Learning Disability Programs. (My niece is diagnosed with a learning disability.) We worked on this process for three months; last week she was absolutely elated to get acceptances from both North Adams State College and Curry College. (Her words: "Somebody wants me!") This long tedious "trial" was well worth it in seeing the look on her face.

In the past twenty years, I have gotten into the habit of occasionally taking a winter off from my reading of fiction and concentrating on an area of interest in which I want to become more knowledgeable. My first adventure of this sort was in the area of perennial gardening and landscaping. I spent several New England winters studying the gardening/landscaping books from the Library and began working on my own personal gardening/landscaping projects. Soon I found that people in the community would come to me with questions or for advice. I have very much enjoyed this advocation over the years and take pride in my ability to cultivate unusual plants, prune trees which most people would only hire an expert for, and most of all, to network and share with other gardeners. Last year, a group of us got together to offer a field-dug Perennial Sale at the Library. Our purpose was two-fold: 1) to assist and help educate members of the community in developing their gardens in order to affect community beautification, and 2) to do some fundraising for the Library which has helped us to develop our knowledge in this area. We potted approximately 120 plants from our own gardens - they sold out in 45 minutes!

Another area of interest to me has been history, and an interest in and appreciation of antiques. A dozen years ago I decided that I wanted to know more about dating and collecting in one specific area - I chose antique brass candlesticks. Again, I spent a few winters studying books from the Library and soon was able to go to antique shows and estate sales and be able to know which brass candlesticks were authentic as opposed to reproductions or "married" candlesticks.

My relationship with the Library continues with more recent study of financial management and investing.

And so, as an appreciative library patron, I wish to extend my support of the addition/renovation and wish to note the severe need for additional space and updated services. The "periodical room" (which is actually a closet and also serves as a storage area) is, at best, an embarrassment. The stacks for books of fiction still occupy the same area, same size, as when I was a teenager. Due to this severe lack of space, I'm sure that the Library has to get rid of many older but valuable books, even classics, which they simply do not have the space to keep. I remember when people (particularly older people in town) would come to visit the library and enjoy sitting and reading the daily newspapers or recent periodicals in a sun-lit area. This space is hardly available to them now. The children's area has but three small round tables for seating. Often the older children have to find their books in the Children's Room and then go elsewhere to find space to do homework or to study. The meeting room accommodates only about 20 people (elbow-to-elbow), and so serves little use for the more popular activities, lectures, and meetings which are sponsored at the Library. In fact, it can be quite claustrophobic to attend a lecture there.

The town has grown, and the use of the library has grown dramatically. Millbury is bracing for a significant population increase in the near future. The Library is already straining to keep up with current demands. It must grow if it hopes to meet the needs of the community in the near future. You can count on me for a vote of support to make this happen.

Respectfully submitted,

Kathleen Brady

Kathleen Brady
129 West Main Street
Millbury, MA 01527

Robin M. Pond
Molly's Magical Quilt Company
49 Bigelow Road
Webster MA, 01570

Rosemary Waltos, Director
Millbury Public Library
128 Elm Street
Millbury, MA, 01527

Dear Rosemary,

I've read about Millbury's plan to build an addition to the Library. Good luck.

The Library has a special place in my heart because it's where I studied and borrowed books from when I was growing up. More importantly, the Library's New England Artists Series gave me a chance to exhibit my quilts and in fact led to sales. Libraries seem to offer mostly traditional things like books to read, a place to do research, and today, a refuge for some kids. I never thought of it as a place to express my artistic talents. But your program offered that to me. Thanks.

Needless to say, I think the plan to build an addition is great. If your committee decides to have an auction to raise money for your building program, please let me know. I'd be happy to donate one of my quilts to the cause... my contribution to the Town in which I was raised.

Sincerely,

Robin Pond

Robin Pond
March 24, 1996

SCHOOL COMMITTEE

Chester P. Hanratty, Jr.
Chairman
Alan K. Marble
Vice Chairman and Secretary
Thomas J. Clawson
Jane M. Pojani
Barbara A. Tuttle

DAVID E. ROACH
Superintendent

JOANNE V. STOWE
Assistant Superintendent

April 1, 1996

Mrs. Carol Burke
Chairman
Millbury Public Library Board of Trustees
Millbury Public Library
Millbury, MA

Dear Mrs. Burke:

I write on behalf of the School Committee in support of the library's building expansion program. The Millbury Public Library and the Millbury Public Schools have a long history of cooperation and mutual support.

The staff at the library has maintained a positive interest in the activities at the school and has supported school projects in a variety of ways.

We see the expansion of the library as beneficial to our young people by increasing their access to necessary resource materials. We support your effort and wish you the best of luck in your grant application.

Sincerely,

Chester P. Hanratty, Jr.
Chairman

CPH/cs

April 1, 1996

Mrs. Carol Burke
Chairman
Millbury Public Library Board of Trustees
Millbury Public Library
Millbury, MA

Dear Mrs. Burke:

As a Reading Coordinator of the Millbury Public Schools, I write in support of the library's building expansion program. The Millbury Public Library and the Millbury Public Schools have a long history of cooperation and mutual support.

The staff at the library has maintained a positive interest in the activities at the school and has supported school projects in a many ways. In particular the children's librarian has been very involved in our programs by presenting literature to various grade levels and assisting students with projects.

The library expansion program will provide even greater opportunities for our young people to be exposed to the world of books.

Sincerely,

Judi Toscano

Judi Toscano
Reading Coordinator

RAYMOND E. SHAW SCHOOL

MILLBURY, MASSACHUSETTS 01527
508-865-3541

Francis P. Rogers, Jr ▪ Principal
Ronald W. Dunham ▪ Head Teacher

March 23, 1996

Carol Burke, Chairperson
Millbury Public Library Board of Trustees
128 Elm Street
Millbury, MA 01527

Dear Carol Burke:

I feel that the Millbury Public Library plays a very important part in the lives of the children and adults of Millbury. I have had many contacts with Rosemary Waltos and Elaine Loehman over the years and I've witnessed the dedication and the hard work that they have demonstrated in their constant striving to give the people of Millbury a modern and well stocked up-to-date library. Space, however, is a very big problem at the present time. There is not enough room for students to work and gather information for their projects.

Millbury should keep up with today's modern requirements for students of all ages in this information age. I strongly approve the idea of building an addition to the Millbury Library.

Sincerely yours,

Barbara McCurdy

Barbara McCurdy
Media Specialist,
Shaw School

Margaret L. Spang
3 Peggy Drive
Millbury, MA 01527

Carol Burke, Chairperson
Millbury Public Library
Board of Trustees
128 Elm Street
Millbury, MA 01527

Dear Carol,

Please present this letter in support of the library expansion project, to the board of trustees.

The Millbury Public Library has been and is, an integral part of our town and lives. It is a small, pleasant building used as a place of research, education, piqueing a new interest, fun, socialization and information. It holds attraction for young, old, male, female, all ethnicities, religions and interests.

Our town has been changing, over the last decade, with people of various cultural and educational backgrounds. The MPL has made valiant efforts to meet the needs and diversity of all.

As a parent of a teen and pre-teen, the programs offered have been invaluable. The children started with story hour and stuffed animal contests, which were fun and introduced the kids to a small degree of structured socializing. As they grew, activities such as, movie night, button making, star gazing and computer classes were available and taught well, always with patience and genuine interest. On long driving trips, the songs and books on tape have been lifesavers!

Throughout the school years, we have turned to the library often, for information on sports, biographies, maps, authors, sciences and how-to books. The availability of the copy machine obviously made "information to go" very helpful.

Personally speaking, I have enjoyed the art shows, cookswaps, lectures in addition to books for pleasure and relating to special interests, such as, cross stitch, gardening, collectibles, travel and home improvement.

Sincerely,

Margaret L. Spang

Margaret L. Spang

Diane E. Lewos
34 Sullivan Pl.
Millbury, Ma. 01527

March 14, 1996

Carol Burke, Chairperson
Millbury Public Library Board of Trustees
128 Elm St.
Millbury, Ma. 01527

Dear Mrs. Burke:

My sincere congratulations in obtaining part of the money for the Library's expansion project. The $250,000.00 from the town will be a nice start toward the completions of a much needed addition and renovation to the Library.

As many of the residents realize in Millbury, the Library as always provided the community with varied programs. I personally appreciate the different programs that the Library has had on gardening, star gazing, art exhibits, quilting, and many others that have served the community over the years. The help my three adult children have received throughout their grammar school, High school, and college years has always been excellent.

The town has grown and continues in an upward move and the Library is needed as a base to help and aid the future growth of the town and the children of the town. Children cannot be expected to keep pace with a changing and growing world if the people in our own community cannot provide them with the up-to-date library technology that should be a part of the town of Millbury.

Sincerely,

Diane E. Lewos

Diane E. Lewos

Millbury Youth Center
130 Elm Street
Millbury, Ma. 01527
508 865-9454

03/15/96

Carol Burke, Chairperson
Millbury Public Library Booard of Trustees
128 Elm Street
Millbury, Ma. 01527

Dear Ms. Burke,

When I moved to Millbury 15 years ago, I visited the Millbury Public Library almost right away. I remember thinking that although everyone was very nice, the building itself was so small. It is difficult to provide quality services and the desired range of services when you are limited by space restrictions.

As the years passed, I have had my two children and have become very involved in the community with my work at the Millbury Youth Center, helping coach my children's sports teams and various other volunteer activities. The Millbury Public Library is now one of the first places I call or visit if I need information or a meeting room. My children have attended and enjoyed various programs sponsored by the Millbury Public Library. These programs are usually full to capacity which shows the interest and demand for such programs to continue in the future.

As a young person, the library was a place where I spent hours after school and on Saturdays. It at times felt so comfortable almost like a second home. The addition/renovation of the Millbury Public Library is very important. What greater gift can we give to the children of Millbury? A place where not only is there up to date information, programs, and services, but cozy places to check out those new picture books, scary books, or magazines.

I support the addition/renovation project for the Millbury Public Library wholeheartedly.

Sincerely,

Robin Ballou Boucher

Robin Ballou Boucher
Millbury Youth Center
Director

March 16, 1996

Dear Carol,

Thank you for giving me this opportunity to express my appreciation for the Millbury Public Library. I have always been a reader and since moving here twenty years ago, the library has been my primary source for gathering information, learning about the community, participating in social and educational events and providing me with countless hours of pleasurable reading.

I have enjoyed being involved in the Friends' annual meeting presentations, the book sales and other community programs. Since joining the Parents and Teachers as Readers group, I have participated in interesting book discussions. As a local nursery school teacher, the library has been a wonderful source for new ideas.

All five of my children have enjoyed the Read- To- Me Club, summer reading programs, special craft and educational programs, Saturday movies with pizza, bookmark contests, and so much more. The older three have participated in the baby-sitting course and have worked as volunteers. The children are fortunate to have access to reference materials, school book list material and inter- library loans.

As a family, we have participated in programs with the Worcester Art Museum, listened to music, learned about glaciers and the Blackstone Valley, and enjoyed various art exhibits.

Since our family has been an active user of our library for so many years, I have been able to see its growing role in the community. The library's addition/ renovation project will offer its patrons additional space, materials, and program offerings. With the addition, I see even more interaction with the schools, community groups and individuals. Our library has been and will be an active partner in our community.

Sincerely,

Karen Beaudoin

Karen Beaudoin

March 28, 1996 Millbury, Mass.

The Millbury · Sutton CHRONICLE

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Volume 10 No. 52 TO INFORM, TO REPORT, TO PROMOTE 35 Cents

Library looks to the future

By Andree A. Belisle

A little library, growing larger every year, is an honorable part of man's possessions. A library is not a luxury, it is one of the necessities of a full life. - Henry Ward Beecher, 1813-1887.

If anyone would agree with these words of Henry Ward Beecher, that person would be Millbury Public Library Director Rosemary Waltos. She and a dedicated group of volunteers from a broad cross-section of the community have begun an ambitious expansion project that will satisfy Millbury's information and resource needs well into the 20th century.

Currently, the library occupies 6,285 square feet of space in the Georgian Revival structure built in 1,915 with a Carnegie grant. The original footprint of the building was 4,370 square feet with an additional 2480 square feet added in 1983 in phase one of the library's addition/renovation project first planned in the late 1970's.

According to Waltos, the standard for public library services set by the state is one square foot per person. Waltos said Town Planner Steve Bishop projects Millbury's population to increase from 12,000 now to 16,000 in 20 years. "This project is projecting 20 years into the future," she said. "When this addition was built in 1983, it didn't even meet current needs."

Plans drawn up by the architectural firm of Strekalovsky & Hoit of Hingham call for the present front entrance to be eliminated, with a new entrance off to the right side of the building. The entire structure will be brick, with an eye to matching the existing brick. Iron work on the exterior will match the fencing recently completed at the Asa Waters Mansion. Waltos believes the library will be part of an historic district in the future, and the committee has taken steps to ensure that the new addition will enhance the historic nature of the area.

Waltos noted that one of the drawbacks of the present building is the inability of the staff to supervise all areas. The 1983 addition provided a remote location for public entry at the rear of the building and is cut off visually from the circulation desk. That will change with the proposed renovation as a centralized circulation desk will allow staff to see all the main activity in the building as access to the building front or back will take all patrons by the desk. In addition, there will be high points and low points to the desk, making it conveniently accessible to the young and the handicapped. The entire building will be handicapped accessible.

"The great thing about the desk," said Waltos, "is that it now covers the rest rooms, the elevators, the entrance to the meeting rooms and provides for coverage when their is a staff shortage."

The proposed children's area will take up approximately one third of the public access room in the building. Plans call for a pre school area, space for intermediate readers, and a third area for a children's programming room.

Waltos said the library will also be able to give young adults back their space, a space that can now be monitored by the circulation desk. "This allows them to reclaim the library," said Waltos. "We had a lot of behavioral problems in the young adult area before; bad enough that we had to have the police come in and monitor that area. Three years ago, we redesigned the floor plan and eliminated all the seating in the young adult area and brought it all up front. My feeling is that young adults don't feel comfortable using the library today because there is no set space for them, so this will give them their own defined space but still allows us to keep a check of what's going on."

The facade of the library with the new addition to the right.

Turn to LIBRARY on Page 16

LIBRARY from Page 1

Another area Waltos points to with pride is the proposed meeting room which will be accessible to the public even when the library is closed. The room, with adjacent kitchen and bathroom facilities, will be able to accommodate as many as 86 individuals.

The renovations will also see a return of storage space, most of which was eliminated when the 1983 addition was put on. An outside storage shed that was the subject of some controversy several years ago will be eliminated under the new plans. There will be space surrounded by a fire wall in the building for the storage of the equipment previously kept in that shed.

A cupola at the top of the building will allow natural lighting to filter down to both levels and the open space from first level to second level will "give a visual orientation for people to understand there is something upstairs and will also give downstairs and upstairs staff more of a connection," Waltos said.

Plans for the second level seek to retain the historic integrity of the interior of the original building. "Unfortunately," said Waltos, "we can find no pictures of what the interior looked like then." The upstairs will contain all low stacks with visibility across the area and comfortable reading space so people can reclaim the beauty of the fireplace, Waltos said.

A local history room upstairs will be enclosed by glass and will be climate controlled to preserve materials.

The plans also address future needs by providing two areas that can be turned into additional rooms.

Waltos said some people have suggested that the library move into one of the old school buildings or perhaps even the Asa Waters Mansion. "It's not feasible," she said. "These structures aren't structurally strong enough to support what goes into a library. The few libraries that have taken over older buildings keep their collections in the basement because the flooring can't hold it."

The addition will require either one full time or two part time staff additions as well as a possible increase in the custodian's hours from 18 to 28.

By April 3, Waltos will have submitted a grant application seeking $1.3M in funds from the State of Massachusetts. Notification of acceptance or denial is expected in October. The entire project is estimated to cost three million dollars. With only $1.3 million coming from a grant, the committee has already begun working on a major fund raising campaign. The committee will have to turn to the town for any balance is cannot raise from the private sector.

"We're in the process of having a feasibility study done to find out how much money we can raise in Millbury," Waltos explained. "To my knowledge, a campaign of this size has never been done in Millbury. We're hoping we can raise at least $750,000."

The town has already committed $250,000 in mitigation funds from the 146 project to the library's proposal.

The library will have two articles on the Annual Town Meeting Warrant that are necessary in order to comply with the state requirements for the grant. One will seek approval of the design, and the other article will ask voters to approve accepting the grant funds if they are awarded to the town. There are no funds being sought in these articles.

The $1.3M grant Millbury is seeking will be for all or nothing. Waltos said there is good support for this grant money, "and the need has been proven. There's a lot of competition for this money," she said, "but we stand as good a chance as any other library because what they're looking at is how your design supports your needs."

Other area towns seeking grants are Grafton, Groton, West Boylston, Oxford and Worcester. Some $22 million in grant funds is available.

As excited as Waltos becomes when discussing the plans on the drawing board, the cooperation she has received from her 14-member committee finds her equally enthusiastic. She repeatedly refers to the cross section of talent and dedication that has seen the project come to life.

An ambitious project? Yes. But there is perhaps no other building in the community that lends itself to an entire population as does a public library. Find any other building that can stir your imagination; feed your intellect; put you in touch with the past, the present and future, just by walking in the door.

And what a door it will be in Millbury!

All drawings are by the architectural firm of Strekalovsky & Hoit, Inc., of Hingham.

If the CHRONICLE didn't tell us - WHO WOULD?

TELEGRAM & GAZETTE

BLACKSTONE VALLEY

WEDNESDAY, MARCH 13, 1996

Millbury selectmen

Continued From Previous Page

Martin said she has notified the School Committee of her intent to move to another location. She purchased the property at 113 Millbury Ave. shortly after the first of the year, she said.

PROBLEMS

The main reason for leaving the Dorothy Manor School was the unbearable heat during the summer months, she said. The school does not have air conditioning.

But that could change. Martin said she is willing to stay in the Dorothy Manor School if the School Committee fixes several problem areas in proposing a longer-term lease.

School Committee Chairman Chester P. Hanratty said the committee is not looking to end the lease. "We've been very happy with them," he said.

He said the committee must weigh the options of spending $500,000 to $700,000 to properly rehabilitate the school. "We're talking major renovations here," he said.

Cristo urged all parties to continue the dialogue and possibly work out a long-term lease agreement as the Board of Selectmen did with YOU Inc. several years ago regarding the refurbishing of the old Center School.

In other business, selectmen decided to ask the state Citizens Advisory Committee on the Route 146-Mass Turnpike Interchange project to fund a total of $452,050, the remainder of Millbury's share of the state mitigation money. The money is designed to offset the loss of tax revenue from the project for both Millbury and Worcester.

Selectmen designated $250,000 for the Millbury Public Library expansion, part of a $3 million project; $100,000 for sewer engineering work along the Route 146 corridor; and $102,050 for exterior repairs to the Asa Waters Mansion.

MILLBURY-SUTTON
CHRONICLE
117 Elm Street, Millbury, MA 01527
February 15, 1996

Here a chip...there a chip...everywhere a chip, chip..?

By Alec G. Belisle

MILLBURY - The full Board of Selectmen considered a light agenda at the February 6 meeting. In attendance were: Chairman Jude Cristo, and Selectmen Donald Gauthier, Bernie [illegible], Alan Tuttle and Steve Crain. Among items discussed were a preliminary report [illegible] the Town Common Task Force, a brief discussion with consultant Roy Brown relative to the leaks in the Town Hall's new roof, and a report from Joan Wackell of the Library Building Committee explaining proposed additions and renovations to the Millbury Public Library.

In the first order of business, the board wasted little time in appointing Carl J. Feraco as Millbury's Building Inspector. Feraco replaces former Building Inspector Rene Morin who retired January 1.

Cristo placed all of the names of the interviewees into nomination, then asked each selectman to state his preference.

Crain began saying that the selectmen's job is to appoint the most qualified person for the position. He said he wanted to appoint a person who was fully qualified and did not need on-the-job training. He said Feraco met those criteria having ample experience, certification and the education. He said Feraco has a Bachelor's degree in Civil Engineering and a Master's degree in Administration both from Worcester Polytechnic Institute. Crain said Feraco "would be a wonderful" appointment.

Tuttle said he would have preferred to appoint a resident of Millbury but of the candidates, Feraco was the most qualified and was already certified as a Building Inspector. He said Feraco would be his choice.

Gauthier, Plante, and Cristo all agreed and a unanimous vote was taken for Feraco's appointment.

Turn to SELECTMEN on Page 3

LECTMEN from Page 1

The board also voted unanimously to appoint Feraco as Zoning Agent and voted the annual salaries of $8,000 for building inspector and $800 for Zoning Agent.

Town Administrator's Report

- Town Administrator David DeManche said the department heads are about to review the administrative plan and recommend some action for the fall.

- DeManche said he has advertised a Request for Proposals (RFP) for consultant work for the Asa Waters mansion. He said he has already received three inquiries.

- Health Insurance Policy. DeManche said the final, revised Health Insurance Policy has been completed by town counsel. He said it is the draft proposal presented to the selectmen with minor changes.

- DeManche said he has completed the Fire Department's application for $250,000 in mitigation money from the 146 project for a new fire truck. He said he was working to complete the Sewer Commissioner's application.

To a question from Crain asking if the Massachusetts Turnpike Authority has responded to the selectmen's letter asking them to consider purchasing a new fire truck for the Millbury Fire Department, DeManche said he heard nothing.

A Station

Cristo noted that the next MBTA meeting is scheduled for Tuesday, February 13. He said he would keep with the selectmen's policy of not commenting on recent statements by Worcester politician against the location of the access road on Rt. 20.

Cristo did say that he was offended by the comments and that they were most unprofessional. "Those comments were a slap in the face to the residents of Millbury," he said.

Plante added that Worcester politicians seem to be confused over who is to blame for Worcester's traffic problems.

Library Renovation Proposal

Joan A. Wackell, chairwoman of the Library Building Committee, explained that there will be a feasibility study to see if $750,00 to $1 million dollars can be raised in corporate donations to supplement funding for a proposed $3 million dollar renovation/addition project to the Millbury Public Library.

Wackell said the committee has received positive feedback about the possibility of raising such a sum. She said the library will submit a grant proposal to the Massachusetts Board of Library Commissioners for a grant that will cover between 40 and 45% of the project's cost. She said the grant awards will be made in October.

The Library has also submitted an application for $250,000 of the CAC mitigation monies. At an earlier selectmen's meeting at which proposals for the CAC mitigation money were discussed, Rosemary Waltos, director of the library, told the selectmen that the library has enjoyed increased use and growth in patronage and would be a drop off location for parents going to the mall. She said the Auburn librarian told her to prepare for substantial increase in use.

Accompanying Wackell was Gene Raymond of Strekalovsky and Hoit, the architectural firm who designed the proposed renovations and addition. According to Raymond, library space will increase from the present 7,000 square feet to 16,000 square feet which is the minimum size the state will fund. He said the formula used by the state is one square foot per resident with 16,000 square feet being the minimum considered for grant approval.

Raymond said the architects have tried to maintain the style and texture of the building. He said the intent "is to merge the 1983 addition with something that relates to the architecture of the building."

He said the library presently bas two levels which makes supervising the lower level difficult. He said it is important to maintain both entries but plans are to create a new entry on the Elm Street side closer to Fire Headquarters and an entry on the lower level. He said both entries will have a common lobby with a circulation desk. Raymond said the intent is to consolidate the circulation area and to centralize the staff. He said the first floor will be for children and young adults with the bottom floor serving as a multipurpose room that could be used even though the library is closed. This, Raymond said, would make the room accessible for community events and meetings.

Cristo asked if the addition would have an impact on the number of parking spaces in the Town lot and if the lot could be reconfigured to make more parking available.

Raymond answered that there would be no loss of parking. He said the architects looked at different building configurations but each alternative resulted in less parking

Town Common Task Force

Police Chief Richard Handfield, chairman of the Town Common Task Force, told the selectmen the committee has met three times and has several recommendations relative to the Town Common.

The Task Force was created because of vandalism and rowdiness in the Town Common last summer. The activity was the cause of alarm among many residents who use the common and residents who live or have businesses in the area. The selectmen proposed and created a committee made up of the Police Chief, Alexander A. Belisle, chairman of the Youth Commission, Steve Trottier, chairman of the Parks Department, and one member from the community, James Fitzpatrick.

Handfield said the following recommendations were being offered: (1) the Town Common should be placed under the authority of the Parks Department. He said the Town has the right to do that though he suggested passing the wording of a Town Meeting article to effect that change before town counsel; (2) the brick walks should be replaced with asphalt walks. Handfield said there have been bricks removed and thrown; (3) the park benches vandalized last summer should be replaced but those benches closest to the intersection should be replaced first. He said the benches should be close to the lights in order for the police to better see the activity in the common; (4) though hedges and trees were trimmed back last year, the Task Force recommends trimming them back further in order to allow more light in the Common; (5) the Parks Department should institute a permitting process for use of the Common similar to the permits that must be obtained before any park is used. He said this will allow the police department to know who has authorized use of the Common; (6) there should be a 10 PM to 5 AM curfew established; (7) the hours at the Youth Center should be expanded and more events should be held to attract the youths away from the Common; (8) enlist the support of all residents to police the Common and report those inappropriate activities to the police.

Handfield also suggested establishing a new position which would be a footbeat in the downtown area. He said this position could be three to four days a week for the duration of the time the common is most used.

Town Hall Roof

Roy Brown, consultant for the Town Hall roof project, said that he has asked Capeway Roofing to correct certain problems which have developed. Brown said the roof had a few minor leaks which have been corrected and he has inspected the work done by Capeway and approves of their performance.

DeManche said he and Selectmen Bernie Plante had an independent roofing contractor inspect the work. DeManche said the roofer rated the Capeway job at 9.75 on a 10 point scale, with 10 being the highest score.

Cristo said his concern was that there were leaks though a new roof had been installed.

Brown said the roofer did the work under less than optimum conditions but did an excellent job. He said Capeway was prompt in returning and correcting any flaw which Brown had noticed and added that minor pin hole leaks do occur when installation is done under trying conditions. He said overall the work is well done and he suggested releasing payment for the project.

Brown said the Town will have a two year warrantee on the workmanship of the roof and a 15 year warranty on the membrane. These warranties will go into effect February 3, 1996.

Plante said the local contractor inspecting the roof said no matter who did the work, some minor leaks could occur.

March 28, 1996

Millbury, Mass.

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Volume 10 No. 52

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Waltos noted that one of the drawbacks of the present building is the inability of the staff to supervise all areas. The 1983 addition provided a remote location for public entry at the rear of the building and is cut off visually from the circulation desk. That will change with the proposed renovation as a centralized circulation desk will allow staff to see all the main activity in the building as access to the building front or back will take all patrons by the desk. In addition, there will be high points

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Turn to LIBRARY on Page 16

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Operating Override sought by School Committee

Petition to study two principals, dies

By Elizabeth Bacon

SUTTON - The Sutton School Committee met on Monday, March 19 in the High School

Override

The Committee voted to finalize its budget proposal at $7,005,933 or an increase of

show that Sutton's FY'96 budget was $1,168,842 below what it should have been under the foundation levels set by the Education Reform act of 1993. 70% of all School districts in Massachusetts are spending above the foundation level.)

Mark Guiod said, "The basic fundamentals are included in this proposal. Kids only get one shot at an education. I'd hate for this town to take 5-10 years to get up to speed."

"Are there additional things we should be asking for?" inquired Dale Volpigno. "Can they be prioritized?"

LIBRARY from Page 1

Another area Waltos points to with pride is the proposed meeting room which will be accessible to the public even when the library is closed. The room, with adjacent kitchen and bathroom facilities, will be able to accommodate as many as 86 individuals.

The renovations will also see a return of storage space, most of which was eliminated when the 1983 addition was put on. An outside storage shed that was the subject of some controversy several years ago will be eliminated under the new plans. There will be space surrounded by a fire wall in the building for the storage of the equipment previously kept in that shed.

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The addition will require either one full time or two part time staff additions as well as a possible increase in the custodian's hours from 18 to 28.

By April 3, Waltos will have submitted a grant application seeking $1.3M in funds from the State of Massachusetts. Notification of acceptance or denial is expected in October. The entire project is estimated to cost three million dollars. With only $1.3 million coming from a grant, the committee has already begun working on a major fund raising campaign. The committee will have to turn to the town for any balance is cannot raise from the private sector.

"We're in the process of having a feasibility study done to find out how much money we can raise in Millbury," Waltos explained. "To my knowledge, a campaign of this size has never been done in Millbury. We're hoping we can raise at least $750,000."

The town has already committed $250,000 in mitigation funds from the 146 project to the library's proposal.

The library will have two articles on the Annual Town Meeting Warrant that are necessary in order to comply with the state requirements for the grant. One will seek approval of the design, and the other article will ask voters to approve accepting the grant funds if they are awarded to the town. There are no funds being sought in these articles.

The $1.3M grant Millbury is seeking will be for all or nothing. Waltos said there is good support for this grant money, "and the need has been proven. There's a lot of competition for this money," she said, "but we stand as good a chance as any other library because what they're looking at is how your design supports your needs."

Other area towns seeking grants are Grafton, Groton, West Boylston, Oxford and Worcester. Some $22 million in grant funds is available.

As excited as Waltos becomes when discussing the plans on the drawing board, the cooperation she has received from her 14-member committee finds her equally enthusiastic. She repeatedly refers to the cross section of talent and dedication that has seen the project come to life.

An ambitious project? Yes. But there is perhaps no other building in the community that lends itself to an entire population as does a public library. Find any other building that can stir your imagination; feed your intellect; put you in touch with the past, the present and future, just by walking in the door.

And what a door it will be in Millbury!

All drawings are by the architectural firm of Strekalovsky & Hoit, Inc., of Hingham.

If the CHRONICLE didn't tell us - WHO WOULD?

The left side of the building will remain untouched, but will be landscaped to provide an amphitheater feeling on the grounds for the library's many summer programs for children.

MILLBURY PUBLIC LIBRARY

Between the Covers

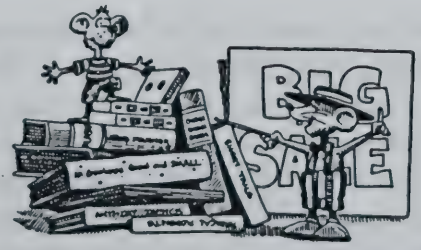
Jan/Feb/Mar, 1996

Vol. 2, Issue 1

THANKS TO LIBRARY VOLUNTEERS

Volunteers are essential to the program of service that the library offers to the Millbury community, and the community needs to know who they are. So, right now, right here, the Millbury Public Library takes this opportunity to recognize and thank its volunteers who have been so vital to our efforts this past year. Thanks to: Kathy Brady, Kim Bille, Margaret Matthews, Helen and Bob White, the Darling Family, Caitlin Bille, Mary Mulhane, Betty Kotzen, Grace LaFlash, Tom and Judy Reilly, Joyce Cofsky, Jo-Anne Dunn, Sue Epp, Joan Wackell, Irene Army, Susan Gallagher, Eric White, Jennifer O'Brien, Evelyn Plante, Marion Krumsiek, Debbie Kuczka, Mike Mazzone, Susan Gallagher, Karen Dauderis, David Roach, Steve Crain, Bob Oborne, Robert Myrick, Jerry Kirkman, Ruth Langlais, Laurie Nikopoulas, Elaine Najemy, Denise and Ron Marlborough, Bill and Peg Spang, Carl Guillory, John and Adam Loehmann, Carolina Pescheta, Bill Brady, Neil Riley, Lisa Bien, Carolyn Noah, Jack Potter, Pat Frongillo, Kofi Agyeman, Patrice and Marcus Jackson, Gerry Derry, Gerry Bleau, Jo and Lisa Wilczynski, Dick Kenary, Roland Whiterell, John Burke, Bob Marchand, Suzanne Brady, Lynn O'Neal, Jane Pojani, Maureen Roberts, Claire Belsito, Joe and May Brady, Louise McGee, Mark Rosen, David Dearnley, Ellen White, the Mulhane Family, Ben Miles, all the story hour moms and dads, Lori Gardner, Paula Bunevith, Ruth Shimkus, David Mickelson, Clara Mickelson, Laura and Karen Beaudoin, Mike and Pam Graves, John Wackell, Barbara Whittier, Dan Pai, Bill Giavis, Ray Boswell, Linda and Lyric Morgan-O'Connor, Sue Johnson, Dr. Jozefowski, Robin Pond, Charlene May, Susan Whiterell, Kathleen Bolman-Howard, Jonas Geidry, Harley Goodwin, Brian Coppola, Sean McKeon, David Hagstrom and Andrew Graves, Marcus DelaVega, Bob McDonald, Kerry Whiterell, Maryann Welman and Millbury Town Florist.

FRIENDS SEMI-ANNUAL BOOK & BAKE SALE



Don't miss the Friends of the Library semi-annual Book and Bake Sale on January 27 from 9:00 a.m. to 12 noon. There will be hundreds of paperback and hardcover titles in your favorite genres from which to choose and don't leave without visiting ur bake sale table. Irene Army, our library baker, will offer an array of treats to satisfy your sweet tooth.

COMPUTER SOFTWARE TO HELP THE VISUALLY IMPAIRED

The Millbury Lions Club recently funded the library's purchase of software and computer equipment for the visually impaired. This equipment is designed to magnify a standard computer screen up to sixteen times while retaining character definition. It will be used for the library's in-house catalog to allow people with visual problems to find books, videotapes and other items independently and efficiently.

(Continued on page 2)

COMPUTER SOFTWARE Cont'd

In addition, the Lions Club recently provided the funds for the emergency telephone equipment for the library's elevator. This equipment is an ADA improvement, helping the library become more accessible to the physically challenged.

TRIVIA QUESTION

What is a "lyceum"? And if you live in Millbury, why should you care?

NYC LITERARY TOUR WITH CHILDREN'S LIBRARIAN ELAINE LOEHMANN

We arrive in the Big Apple about noon. Our plan is to tour Manhattan under the guidance of New York Public Library's children's staff. The first thing we discover is that if you are doing research in children's literature, the Donnell Branch of the NYPL is the place to go. It houses a host of materials including letters from Beatrix Potter, the Mary Poppins doll that P.L. Travers gave the library when she came to read to the children of New York City, N.C. Wyeth paintings that were used for illustrations in Robin Hood and Kidnapped (in fact, they have so many that the paintings are rotated periodically to allow the public the chance to view them all), the real Winnie the Pooh, Tigger, et. al. (no Roo however, he was left in the orchard by the real Christopher Robin).

I have snapshots of the rest of the tour... not in my hand, but in my mind.

The first snapshot is a brownstone... the home of Lyle, Lyle crocodile. Bernard Waber wrote about the Primm family who moves to The House on East 88th Street where they discover Lyle in the bathtub.

The next one is of the park near Gracie Mansion (the mayor's home). This is the very spot where Harriet's notebook, the one filled with frank and sometimes unkind observations, is discovered by her friends during a game of tag. As our guide read aloud that portion of Harriet the Spy by Louise Fitzhugh, we sat on the park benches and watched a group of kids chase each other in the sunshine (what a nice coincidence).

The third snapshot is of the apartment building where Ezra Jack Keats lived and worked. There is nothing exceptional about this building... but it's enough that it was the home of one of the most beloved authors and illustrators in children's literature whose memory is kept alive by generations of children reading The Snowy Day and Peter's Chair. My next picture is our group of children's librarians lounging on the steps of the Metropolitan Museum as our guide reads From the Mixed-up Files of Mrs. Basil E. Frankweiler by E. L. Konigsburg, the story of two children who run away and hide in the museum. Here's the next... as we stand around the huge statue of Alice in Wonderland, our guide, with his back to the statue, reads us a quote from the person who donated the money for it - "We wanted something that children would feel comfortable climbing on, sitting on." As these words left his mouth, a little girl plunked herself down in Alice's lap.

We then moved on to the pond where Stuart Little (from the book Stuart Little by E. B. White) took part in the sail boat race. As we watched the toy schooners and sloops drift before the breeze, our guide read... "I'll sail The Wasp straight true.", and you could just envision the adventurous mouse cruising toward victory. After that, at the Hans Christian Andersen storytelling space, we found out that one of the first times a children's story hour was held there a policeman told the kids that they couldn't sit on the statue because they hadn't applied to the park authority for permission.

(Continued on page 5)

NYC LITERARY TOUR Cont'd

The last stop on our tour was the Plaza Hotel. It's the home of Eloise, one of the most precocious kids in children's literature. Kay Thompson, the author of the memorable Eloise books, actually lived at the hotel during part of her childhood. Now, mind you, this was the weekend of the United Nations' anniversary celebration. There were delegates staying at the Plaza so there were police everywhere. Our guide suspected we wouldn't even be allowed in the door, but asked if we wanted to try. Why not? So, off we trooped up the stairs, past the policemen and the diners having tea in the elegant Palm Court. Here we are in this next to the last snapshot, a group of unwavering librarians dressed in casual clothes and walking shoes at the Plaza Hotel. Standing in front of the painting of the intrepid Eloise, we are listening to our guide read to us about the chaos this little girl created when she rode up and down on the elevators. Needless to say, our group started to collect a crowd as others stopped to listen, creating our own minor chaos.

Finally, to complete the experience, two friends and I finished our tour by taking tea ourselves at the Palm Court of the Plaza Hotel. This was the end of the day, but not the end of the trip. The next morning we visited the offices of School Library Journal, spoke to the editors... but that's another story.

TRIVIA ANSWER

Lyceum - n. an organization to sponsor public lectures, concerts, etc. Webster's New World Dictionary.

The first lyceum in the United States was organized by Josiah Holbrook in Millbury, MA in October 1826. Centennial History of Millbury, Mass. & Famous First Facts.

TEENS HEAD "OUTWARD BOUND"

If you make the time and do some planning, you have a wonderful opportunity to participate in an adventurous summer program.

The Outward Bound Program is an adventurous learning experience offered by a nonprofit educational organization. One of its objectives is for you to discover that you are capable of doing things that perhaps you never dreamed possible. Their goals are to foster self-esteem, care for others, responsibility to the community, and sensitivity to the environment. You choose your own adventure from desert to mountain, river to sea - where you will learn skills like backpacking, canoeing, rafting, or skiing.

The summer programs offered for 14-17 year olds take place in Maine, Maryland, California, Oregon, Minnesota and North Carolina. You can learn sailing as a team off the coast of Maine, or backpacking in the Appalachians. The programs run from 1-4 weeks, with tuition costs starting at $995. Financial aid is available.

Why not look at the information available at the Millbury Public Library, or call the Outward Bound National Office at 1-800-243-8520 to have information sent to you.

If you plan ahead, you could work one summer to save money so that the following summer you could participate in an adventure of your life.

Note: Programs are also available for adults, parent/child, etc. and are offered throughout the year at various locations.

CALENDAR HIGHLIGHTS

■ JANUARY

3 Story time registration ages 3-4 (Story time begins 1/17, 1/18)
9 Bedtime/Storytime 6:30 P.M.
16 Babysitting Course registration, Gr. 6 & Gr. 7 & up (Course begins 1/31)
17 Winter Craft (Snow Domes) 1-4 p.m.
27 Library Friends Semi-Annual Book and Bake Sale from 9 a.m. to 12 noon.

■ FEBRUARY

1 Friends Meeting 7:00 P.M.
3 February film: Thumbelina 10:30 A.M.
6 Day Care Training: Reading aloud, Story times 6:30 P.M.
10 February Film: Ramona Marathon 10:30 A.M.
13 Bedtime/Storytime 6:30 P.M.
17 February Films: Doll House Murders 11:00 A.M.
24 February Films: Ralph S. Mouse, Harry the Dirty Dog, Harry Comes Back
29 How to Make an American Quilt Book Discussion. 7:00 p.m.

■ MARCH

12 Bedtime/Storytime 6:30 P.M.
13 Story time registration ages 3-4 (Story time begins 3/27, 3/28)
19 Comic Book Rap with Tom Reilly: Where to find them, What you need to know, 1:00 P.M.
21 Spring Tea, 3:00 P.M.
20 Call to Arms: the Blackstone Valley and the Civil War: a children's presentation, 3:30 p.m.
22 Call to Arms: the Blackstone Valley and the Civil War, 7 p.m.

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Millbury Public Library
128 Elm Street
Millbury, MA 01527

MILLBURY PUBLIC LIBRARY